

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

**BOARD MEETING**  
**MINUTES**

Parma Academy (the “School”) held a Board Meeting (the “meeting”) on March 9, 2020.

**Board Members in Attendance:**

Diane Faehnrich, Chairwoman  
Mary Galinas, Member  
Mark Sanzotta, Secretary

**Board Member not in Attendance:**

Jonathan Petrea, Treasurer

**Guests in Attendance:**

Sarah O’Bryan, Associate Director of School Accountability, ACCEL Schools—via phone  
Susan Scarponi, Sponsor Representative, Charter School Specialists  
Dave Massa, Fiscal Officer, Massa Financial Services  
Mike Pilarski, Sr. Financial Analyst, ACCEL Schools  
Wendy Copen, Principal, Parma Academy  
Christine Baranek, Teacher, Parma Academy  
Samantha Hagar, Teacher, Parma Academy  
Anne Trakas, Sr. Board Services Manager, Callender Law Group  
Parent/Students for Panda of the Month recognition  
Kimberly Bartlett, guest

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

The Meeting was called to order at 6:03 p.m. by Chairwoman Faehnrich. A quorum was present for the meeting.

**2. Pledge of Allegiance**

Board members and guests participated in the Pledge of Allegiance.

**3. Review/Acceptance of Agenda**

Board members reviewed the meeting agenda. Upon Motion duly made by Ms. Galinas to accept the agenda for the March 9, 2020 Board meeting without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

#### **4. Reports and Updates**

##### **a. Operator Report**

Ms. Copen provided the School Report. The Panda of the Month presentations were given.

##### *Panda of the Month*

The students were presented to the Board. A Panda for December 2019 was introduced, as the student was unable to attend the last Board meeting. Ms. Hagar noted the student is always a good helper, with good math and reading scores. The student is always willing to participate.

Students for the month of February were introduced to the Board. Ms. Bea spoke to the Board about the Kindergarten Panda, and Ms. Copen read Ms. Ramos' summary about the great handwriting and gains in reading exhibited by the First Grade Panda. The Second Grade Panda was noted as attentive in class.

Students for the month of March were introduced to the Board. Ms. Bea noted the great effort and improvement of the Kindergarten Panda, and how helpful the Panda is to the other students. Ms. Ramos provided a summary for Ms. Copen to present about a First Grade Panda; the student read a selection from a book to the Board to demonstrate reading skills. Another First Grade Panda has shown great progress. The Second Grade Panda receives high marks for working with the kindergartners, and sets an example for the other children.

Ms. Copen noted that the parents and students were welcome to stay for the remainder of the Board meeting, or depart the meeting if they chose.

Ms. Copen continued with the School Report. Short-cycle assessments are ongoing. Grades close on March 13<sup>th</sup>; Teachers have created bulletin boards—MAPs Boards, with goals set for the end of the year. The School culture continues to be warm and welcoming. The School was decorated in a Dr. Seuss theme for March. The Dr. Seuss event is open to the community with food, face painting, and a book event. There were 30 new families at a recent Open House for Kindergarten. A 'K for a Day' is scheduled for the coming Friday. A Scholastic Book Fair is scheduled. 'Pandas and Painting' is scheduled for April. A Calendar of Events is sent home with the students at the beginning of the month. Ms. Copen also noted the Sunday night phone calls continue to keep parents informed.

Conversation continued about school for the next year; the School expects to serve grades Kindergarten through Third Grade. Two Kindergarten, two First Grade, and possibly a split

2<sup>nd</sup>/3<sup>rd</sup> Grade class for next academic year. Enrollment is currently approximately 43 students.

*Superintendent's Residency Verification Update*

Ms. OBryan contributed to the Operator Report via phone. There were two new students last month. All residency documents were obtaining. Three random file audits were conducted; no issues or 'flags' to report.

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

Ms. Susan Scarponi gave the Sponsor Report. The on-site review was completed on February 13<sup>th</sup>. The follow-up visit was held earlier in the day (March 9<sup>th</sup>). Ms. Scarponi gave praise for the report, noting that she has never seen such a good report for a first-year school. The recommendations made at the February site visit are already being implemented.

Discussion continued regarding upcoming events. The first School Safety Summit is scheduled in June in Columbus; the meeting is currently scheduled to last two days. Guidance is expected regarding the virus issue. The Sponsor recommends that schools start now in speaking with the students about career exploration, instead of waiting until grade six.

The approval letter for Ms. Bartlett to serve on the Board once appointed was included in the meeting materials.

The passage of the Comprehensive Plan is requirement of the Sponsor.

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

Mr. Dave Massa gave the Treasurer Report. The School received the Student Wellness and Success funding for this year. All new schools received \$25,000 minimum; half disbursed in October and half in February. The School was funded at about 42 FTEs, in line with the actual headcount of enrollment. An increase in funding was seen for economically disadvantaged funding, about \$8,000, based on economically disadvantaged FTE of 38, or about 90% of students.

The School is operating at a deficit; the School is ahead of budget for the month. The School beat the projected budget by about \$9,000. The School is a little behind budget for the year due to start up costs. Year-end results are expected to come close to budget assumptions. The focus is on expense management through the end of the year. There was discussion regarding expenses listed on the financial statement included in the meeting materials.

The February 2020 Financial Statement was brought forward for adoption by the Board. A discussion was had. Upon Motion duly made by Mr. Sanzotta to adopt the February 2020 Financial Statement without amendment, seconded by Ms. Galinas, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

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

Ms. Trakas provided a summary of the policies included on the agenda. The February 2020 and March 2020 Legal updates were included in the meeting materials. Board members were encouraged to review them and contact Callender Law Group with questions. The resignation e-mail of Vice Chairman Herod was included in the meeting materials.

**5. Open Discussion**

No Open Discussion for the meeting.

**6. Old Business**

*Discussion, Board Training, Mileage Reimbursement, Addendum to Board Compensation Policy Option*

There was discussion regarding the Addendum to Board Compensation Policy, allowing for reimbursement for mileage to approved Board training sessions. Upon Motion duly made by Ms. Galinas to adopt the Addendum to Board Compensation Policy without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

*Discussion, Consideration of Candidate for Board Membership, Kimberly Bartlett*

Ms. Bartlett was introduced to the Board and asked to address the Board. Ms. Bartlett noted she was looking forward to serving on the Board. Ms. Galinas made positive comment about Ms. Bartlett's interest in serving on the Board. Upon Motion duly made by Ms. Galinas to appoint Ms. Bartlett to serve on the Board of Parma Academy without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

**7. New Business**

*a. Acknowledgement, Resignation of Vice Chairman Sean Herod*

The Board acknowledged the resignation of Vice Chairman Sean Herod.

*b. Discussion, Board Member Appointment Kimberly Bartlett*

This item addressed under ‘Old Business’.

*c. Discussion, Board Officer Appointment, Vice Chair*

The resignation of Vice Chairman Sean Herod created a vacancy in Board officers. There was discussion to appoint Ms. Bartlett to serve as Vice Chair. Upon Motion duly made by Ms. Galinas to appoint Kimberly Bartlett to serve as Vice Chair of the Board, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<input type="checkbox"/>		
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

*d. Resolution, Adoption/Approval of Minutes, January 13, 2020 Board Meeting*

The minutes from the January 13, 2020 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Sanzotta to adopt the minutes from the January 13, 2020 Board meeting without amendment, seconded by Ms. Galinas, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<input type="checkbox"/>		
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

*e. Resolution, Adoption/Approval of Addendum to Attendance, Absence & Truancy Policy*

The Adoption/Approval of the Addendum to the Attendance, Absence & Truancy Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Mr. Sanzotta to adopt the Addendum to the Attendance, Absence & Truancy Policy without amendment, seconded by Ms. Galinas, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<input type="checkbox"/>		
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

*f. Resolution, Adoption/Approval of Procedures for Administering Achievement Tests and Diagnostic Assessments Plan (update)*

The Procedures for Administering Achievement Tests and Diagnostic Assessments Plan was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Mr. Sanzotta to adopt the Procedures for Administering Achievement Tests and Diagnostic Assessments Plan amendment, seconded by Ms. Galinas, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<input type="checkbox"/>		
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

*g. Resolution, Adoption/Approval of Third Grade Test Paper Administration Option, 2020/2021 Academic Year*

The adoption/approval of the Third Grade Test Paper Administration Option for the 2020/2021 Academic Year was brought forward for consideration by the Board. A discussion was had. The adopted resolution is due to the Ohio Department of Education on or before May 1<sup>st</sup>. Upon Motion duly made by Ms. Bartlett to adopt the Third Grade Test Paper Administration Option for the 2020/2021 Academic Year without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<input type="checkbox"/>		
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

*h. Resolution, Adoption/Approval of Code of Conduct, Suspension, Expulsion, Removal and Permanent Exclusion Policy (update)*

The Code of Conduct, Suspension, Expulsion, Removal and Permanent Exclusion Policy 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 Code of Conduct, Suspension, Expulsion, Removal and Permanent Exclusion Policy without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<input type="checkbox"/>		
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

*i. Resolution, Adoption/Approval of Ohio School District Residency and Address Verification Requirements (update)*

The adoption/approval of the Ohio School District Residency and Address Verification Requirements were 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 Ohio School District Residency and Address Verification Requirements without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<input type="checkbox"/>		
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

*j. Resolution, Adoption/Approval of Comprehensive Plan*

The Comprehensive Plan was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Galinas to adopt the Comprehensive Plan without amendment, seconded by Ms. Bartlett, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<input type="checkbox"/>		
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

*k. Resolution, Adoption/Approval of Promotion, Placement & Retention Policy*

The adoption/approval of the Promotion, Placement & Retention Policy was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Galinas to adopt the Promotion, Placement & Retention Policy without amendment, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<input type="checkbox"/>		
Mary Galinas	<input type="checkbox"/>		
Jonathan Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

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

The next meeting of the governing board of Parma Academy is scheduled for **Monday, April 13, 2020 at 6:00 p.m. Eastern at 12925 Corporate Drive, Parma 44130.**



**9. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Ms. Galinas to adjourn the March 9, 2020 Board meeting of Parma Academy, seconded by Mr. Sanzotta, the Motion passed by unanimous affirmative vote of members present. The meeting adjourned at 7:00 p.m.

<b>Roll Call Board Member</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Absent, Abstain, Etc.)</i>
Kimberly Bartlett	<input type="checkbox"/>		
Mary Galinas	<input type="checkbox"/>		
Jonathon Petrea			<i>Not present</i>
Mark Sanzotta	<input type="checkbox"/>		
Diane Faehnrich, Chairwoman	<input type="checkbox"/>		

**APPROVAL AND ADOPTION OF MINUTES**

Motion to approve and adopt minutes of the March 9, 2020 Regular Board

Meeting of Parma Academy, with ~~with~~ without amendments, made by

Member Galinas seconded by Member Bartlett.

<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	DF ✓		

Adopted by a vote of the Board on this 13th day of April, 2020.

  
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*Diane Faehnrich, Chairwoman  
Parma Academy*