

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

**BOARD MEETING**  
**MINUTES**

Parma Academy (the "School") held a Board Meeting (the "meeting") on May 11, 2020 via electronic communications.

**Board Members in Attendance:**

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

**Guests in Attendance:**

Sarah O'Bryan, Associate Director of School Accountability, ACCEL Schools  
Wendy Copen, Principal, Parma Academy  
Mike Pilarski, Sr. Financial Analyst, ACCEL Schools  
Andrea Dobbins, Sponsor Representative, Charter School Specialists  
Dave Massa, Fiscal Officer, Massa Financial Services  
Mike Garcar, Board Liaison, Callender Law Group  
Anne Trakas, Sr. Board Services Manager, Callender Law Group

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

The Meeting was called to order at 6:00 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 Mr. Petrea to accept the agenda for the May 11, 2020 Board meeting without amendment, seconded by Ms. Galinas, 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	✓		

### 3. Reports and Updates

#### a. Operator Report

Ms. Copen provided the School Report. Weekly packets are made available to the students and families, either by website or contactless pick up at the School. About 20 Chrome Books were signed out to families. There are weekly updates from teachers. There are daily readings by teachers on Facebook. Staff appreciation and professional development activities were discussed, as well as a student activity presented to the staff. The School plans to hold a virtual 'K for a Day' event.

Conversation continued with student activities; A Paint a Panda event is scheduled for May 26<sup>th</sup>. Packets for the activity will be taken to the student's home for participation. Calls and e-mails to parents keep communications current.

Enrollment has been maintained during the State of Emergency. There are approximately five (5) new students signed up for next year. The staff is keeping current with student IEPs.

Ms. OBryan continued with the Operator Report. The Enrollment Packet and Re-Enrollment Form for the next academic year were discussed. The School plans to add the course offering for Third Grade for next year.

#### *Superintendent's Residency Verification Update*

Ms. OBryan noted there was no new data to report from the previous month; there were no errors to report or disputes of residency to report. Enrollment stands at approximately 44 students.

There was comment from the Board about increasing the enrollment to the minimum of 100; the budget enrollment goal is about 125 students. There was discussion of the Third Grade class, and a possible combination Second/Third Grade class. There was positive comment about peer-to-peer training with combination grades.

The Adoption/Approval of the Operator Report/Monthly Residency Verification Update was brought forward for consideration by the Board. Upon Motion duly made by Mr. Petrea to adopt the Operator Report/Monthly Residency Verification Update without amendment, seconded by Ms. Galinas, 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. Dobbins gave the Sponsor Report. The Sponsor Connection was referenced for review and discussion. Updates from the Ohio Department of Education (ODE) included Frequently Asked Questions (FAQ) for student learning outside of school, reminder not to cut the school year short, and attendance and instructional hours. There was conversation about short-term and long-term calamity plans; and plans to develop a system for distance learning should the school building close. Remote learning strategies, regular contact with students and families, and CARES Act funds were discussed. A compliance survey is still planned for this month.

There was discussion about interventions for students in the Fall, and supports for students who are behind or 'at-risk'; additional one-on-one time with teachers and supplemental programs are included in intervention plans. Ms. Copen noted that interventions are ongoing, and may have different levels of intensity in the Fall.

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

Mr. Dave Massa gave the Treasurer Report. The April 2020 Financial Statements were brought forward for review and discussion. The School was paid at about 42.5 FTEs the first full month after closure. The School has a loss of about \$285,000; the School is still keeping up with creditors.

*Discussion, Budget, 2020/2021 Academic Year*

The Budget for the 2020/2021 Academic Year was brought forward for discussion. The Budget projects enrollment of about 125 students, significantly higher than the current enrollment of 44 students. The School would be close to break-even at about 125 enrolled. There was conversation about per-pupil revenue for next year; it is still unknown what the revenue for next year would be. An update is expected in the Fall with current assumptions and better projections expected.

*Discussion, Five-Year Forecast*

Mr. Massa brought forward the Five-Year Forecast for discussion. The forecast is required twice per year for compliance purposes. The current forecast is largely based on the numbers presented last Fall, with actual Fiscal Year 2020 data included. Updates are expected as more data becomes available. There was discussion about CARES Act funding. The School did not meet the threshold for obtaining CARES funds. There was conversation about whether funds might be released from schools that qualified but are closing at the end of the year.

The April 2020 Financial Statements were brought forward for adoption by the Board. A discussion was had. Upon Motion duly made by Mr. Petrea to adopt the April 2020 Financial Statements without amendment, seconded by Ms. Bartlett, 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 (Callender Law Group)**

Ms. Trakas provided a summary of the policies included on the agenda. The draft Board meeting schedule for the next academic year was reviewed. Mr. Garcar provided an update on the ESSER Funds Allocations report. The May 2020 Legal Update was included in the meeting materials. Board Training was discussed. All but one Board member completed Sunshine Laws training. Ms. Trakas to follow up with Board member to complete annual training requirements.

**5. Open Discussion**

None.

**6. Old Business**

None.

**7. New Business**

*a. Resolution, Adoption/Approval of Minutes, April 13, 2020 Board Meeting*

The minutes from the April 13, 2020 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Mr. Petrea to adopt the minutes from the April 13, 2020 Board meeting without amendment, seconded by Ms. Galinas, 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 New Student Registration Packet, 2020/2021 AY*

The Adoption/Approval of the New Student Registration Packet for the 2020/2021 Academic Year was brought forward for consideration by the Board. A discussion was had during the Operator Report. Upon Motion duly made by Mr. Petrea to adopt the New Student Registration Packet for the 2020/2021 Academic Year without amendment, seconded by Mr. 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	✓		

*c. Resolution, Adoption/Approval of Student Re-Enrollment Form, 2020/2021 Academic Year*

The Adoption/Approval of the Student Re-Enrollment Form for the 2020/2021 Academic Year was brought forward for consideration by the Board. A discussion was had during the Operator Report. Upon Motion duly made by Mr. Petrea to adopt the Student Re-Enrollment Form for the 2020/2021 Academic Year without amendment, seconded by Ms. Galinas, 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 Budget, 2020/2021 Academic Year*

The Budget for the 2020/201 Academic Year was brought forward for consideration by the Board. A discussion was had during the Treasurer Report. Upon Motion duly made by Mr. Petrea to adopt the Budget for the 2020/2021 Academic Year without amendment, seconded by Ms. Galinas, 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 Five-Year Forecast*

The Five-Year Forecast was brought forward for consideration by the Board. A discussion was had during the Treasurer Report. Upon Motion duly made by Mr. Sanzotta to adopt the Five-Year Forecast without amendment, seconded by Mr. 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	✓		

*f. Resolution, Adoption/Approval of Board Meeting Schedule, 2020/2021 Academic Year*

The Board Meeting Schedule for the 2020/2021 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Mr. Petrea to adopt the Board Meeting Schedule for the 2020/2021 Academic Year without amendment, seconded by Ms. Galinas, 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 Attendance, Absence & Truancy Policy (update)*

The Attendance, Absence & Truancy Policy was brought forward for consideration by the Board. A discussion was had. The revision to the policy includes an update to the description

of excessive truancy. Upon Motion duly made by Mr. Petrea to adopt the Attendance, Absence & Truancy Policy without amendment, seconded by Ms. Galinas, 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. Adoption/Approval of Expansion of Grade Level Offering (3<sup>rd</sup> Grade)*

The adoption/approval of the Expansion of Grade Level Offering for 3rd Grade was brought forward for consideration by the Board. A discussion was had during the Operator Report. Upon Motion duly made by Mr. Petrea to adopt the Expansion of Grade Level Offering (3<sup>rd</sup> Grade) without amendment, seconded by Ms. Galinas, 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	✓		

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

The Code of Conduct, Suspension, Expulsion, and Permanent Exclusion Policy was brought forward for consideration by the Board. A discussion was had. The update includes language for student completion of assignments while under suspension. Upon Motion duly made by Mr. Petrea to adopt the Code of Conduct, Suspension, Expulsion and Permanent Exclusion Policy without amendment, seconded by Ms. Galinas, 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	✓		

*j. Resolution, Acceptance of Fiscal Officer Internal Financial Policies Manual*

The Resolution, Acceptance of Fiscal Officer Internal Financial Policies Manual was brought forward for consideration by the Board. A discussion was had. Mr. Massa noted the manual outlines the financial operations of the School. Upon Motion duly made by Mr. Petrea to accept the Fiscal Officer Internal Financial Policies Manual without amendment, seconded by Ms. Galinas, 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 Faehrich, Chairwoman	✓		

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

The next meeting of the governing board of Parma Academy is scheduled for **Monday, June 8, 2020 at 6:00 p.m.** via electronic communications: <https://us02web.zoom.us/j/3035220905>  
*Meeting ID: 303 522 0905; Telephone Option: 1-312-626-6799*

**9. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Mr. Petrea to adjourn the May 11, 2020 Board meeting of Parma Academy, seconded by Ms. 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 Faehrich, Chairwoman	✓		



**APPROVAL AND ADOPTION OF MINUTES**

Motion to approve and adopt minutes of the May 11, 2020 Regular Board Meeting of

Parma Academy, with / without amendments, made by MS. GALINAS

seconded by MR. SANZOTTA.

Roll Call Board Member	AYE	NAY	OTHER (Absent, Abstain, Etc.)
Kimberly Bartlett	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehrich, Chairwoman	✓		

Adopted by a vote of the Board on this 8th day of JUNE, 2020.

  
Diane Faehrich  
 Diane Faehrich, Chairwoman  
 Parma Academy