

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

BOARD MEETING
MINUTES

Parma Academy (the “School”) held a Board Meeting (the “meeting”) on November 18, 2019.

Board Members in Attendance:

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

Board Member not in Attendance:

Sean Herod, Vice Chairman

Guests in Attendance:

Sarah O’Bryan, Associate Director of School Accountability, ACCEL
Delores Junior, Sponsor Representative, Charter School Specialists
Dave Massa, Massa Financial Services
Christine Baranek, Teacher, Parma Academy
Anne Trakas, Sr. Board Services Manager, Callender Law Group
Students/Teachers for Panda of the Month recognition

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. Review/Acceptance of Agenda

Board members reviewed the meeting agenda. Upon Motion duly made by Ms. Galinas to accept the agenda for the November 18, 2019 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> |
|-----------------------------------|------------|------------|--|
| Sean Herod | | | <i>Not present</i> |
| Mary Galinas | ☐ | | |
| Jonathan Petrea | ☐ | | |
| Mark Sanzotta | ☐ | | |
| Diane Faehnrich, Chairwoman | ☐ | | |

3. Reports and Updates

a. Operator Report

Ms. OBryan gave the School Report. The Pandas of the Month were introduced to the Board, with a description of how the students achieved Panda of the Month. Good behavior, increases in math and reading skills are some of the actions of the month's Pandas.

Ms. OBryan continued with the State of the School report. Enrollment is holding steady at about 44 students. The School team has been out canvassing and handing out flyers. The Small class size is a great benefit to the children. A driver for the nearby Daycare is telling people about the School. The School looks to be in a much better position next year.

Superintendent's Residency Verification Update

It was reported that there were about 43 students as of 11/7/2019, with three (3) disputes regarding the district of residency; two were with Berea, and one with Parma City Schools. The School will get documentation from Berea.

Corrective Action Plan Update

There was an update on the Corrective Action Plan. Ms. Junior noted that the Action Plan was submitted on October 18th.

There was discussion about school activities. It is harder to get fathers to attend the Donuts with Dad events.

b. Sponsor Report (Charter School Specialists)

Ms. Delores Junior gave the Sponsor Report. The Sponsor earned Exemplary Status. The updated Charter School Specialists staff roster was provided to the board. A workshop to review PBIS is scheduled for December 11th.

There was discussion about a cost-saving club that the School could join. The annual membership fee is about \$100. It was recommended that the School should ask the fiscal officer about whether it would be cost-effective for the School to join. The Wellness and Success funds were discussed.

Emergency and safety plans were discussed. A full safety plan must be submitted. Ms. OBryan noted that the complete plan will be finalized by the end of the month.

c. Treasurer Report (Massa Financial)

Dave Massa gave the Treasurer Report. The October financial information was included in the meeting materials. October is the first month of funding for a new school. The School was paid on about 35.7 FTEs; as of November 18th, the November payment looks to be about 39.72 FTEs. The upward trend is anticipated to continue.

Discussion continued about salaries. There are about seven (7) staff members; benefits for the seven (7) staff members are included in the financial information.

The October Financial Statement was brought forward for adoption by the Board. A discussion was had. Upon Motion duly made by Ms. Galinas to accept the October Financial Statement 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> |
|--------------------------------|------------|------------|--|
| Sean Herod | | | <i>Not present</i> |
| Mary Galinas | ☐ | | |
| Jonathan Petrea | ☐ | | |
| Mark Sanzotta | ☐ | | |
| Diane Faehnrich, Chairwoman | ☐ | | |

d. Legal Update (Callender Law Group)

Ms. Trakas gave an update on upcoming Board training. The training by Callender Law Group is scheduled for February, and most likely will be held in Cincinnati. Additional information to follow as it becomes available.

4. Old Business

The search continues for a fifth Board member from the Northeast Ohio area.

5. New Business

a Resolution, Adoption/Approval of Minutes, October 14, 2019 Board Meeting

The minutes from the October 14, 2019 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 from the October 14, 2019 Board meeting without amendment, seconded by Mr. Petrea, the Motion passed by unanimous affirmative vote of members present.

| Roll Call Board Member | AYE | NAY | OTHER <i>(Absent, Abstain, Etc.)</i> |
|--------------------------------|------------|------------|--|
| Sean Herod | | | <i>Not present</i> |
| Mary Galinas | ☐ | | |
| Jonathan Petrea | ☐ | | |
| Mark Sanzotta | ☐ | | |
| Diane Faehnrich, Chairwoman | ☐ | | |

b Resolution, Adoption/Approval of Fraud Reporting Policy

The Fraud Reporting Policy was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Galinas to adopt the Fraud Reporting Policy 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> |
|--------------------------------|--------------------------|------------|--|
| Sean Herod | | | <i>Not present</i> |
| Mary Galinas | <input type="checkbox"/> | | |
| Jonathan Petrea | <input type="checkbox"/> | | |
| Mark Sanzotta | <input type="checkbox"/> | | |
| Diane Faehnrich, Chairwoman | <input type="checkbox"/> | | |

c Resolution, Adoption/Approval of Public Participation/Public Comment Policy

The Public Participation/Public Comment Policy was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Galinas to adopt the Public Participation/Public Comment Policy without amendment, seconded by Mr. Petrea, the Motion passed by unanimous affirmative vote of members present.

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

d Resolution, Adoption/Approval of School Visitor Policy, 2019/2020 Academic Year

The School Visitor Policy for the 2019/2020 Academic Year was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Galinas to adopt the School Visitor Policy for the 2019/2020 Academic Year without amendment, seconded by Mr. Petrea, the Motion passed by unanimous affirmative vote of members present.

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

e. Resolution, Adoption/Approval of Parent/Family/Caregiver Engagement Policy & Plan, 2019/2020 Academic Year

The Adoption/Approval of the Parent/Family/Caregiver Engagement Policy & Plan for the 2019/2020 Academic Year was brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Galinas to adopt the Parent/Family/Caregiver Policy & Plan for the 2019/2020 Academic Year 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> |
|--------------------------------|--------------------------|------------|--|
| Sean Herod | | | <i>Not present</i> |
| Mary Galinas | <input type="checkbox"/> | | |
| Jonathan Petrea | <input type="checkbox"/> | | |
| Mark Sanzotta | <input type="checkbox"/> | | |
| Diane Faehnrich, Chairwoman | <input type="checkbox"/> | | |

Ms. Galinas noted that minutes and policies on the agenda were sent prior to the Board meeting for Board consideration.

6. Open Discussion

No open discussion for this meeting.

7. Date/time and location for next meeting

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

8. Adjournment

There being no further business to come before the Board, upon Motion duly made by Ms. Galinas to adjourn the November 18, 2019 Board meeting of Parma Academy, seconded by Mr. Petrea, the Motion passed by unanimous affirmative vote of members present. The meeting adjourned at 6:48 p.m.

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

APPROVAL AND ADOPTION OF MINUTES

Motion to approve and adopt minutes of the November 18, 2019 Regular Board

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

_____, seconded by _____.

| Roll Call Board Member | AYE | NAY | OTHER <i>(Absent, Abstain, Etc.)</i> |
|-----------------------------------|------------|------------|--|
| Sean Herod | | | |
| Mary Galinas | | | |
| Jonathan Petrea | | | |
| Mark Sanzotta | | | |
| Diane Faehnrich, Chairwoman | | | |

Adopted by a vote of the Board on this _____ day of _____, 2020.

*Diane Faehnrich, Chairwoman
Parma Academy*