

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

BOARD MEETING
MINUTES

Parma Academy (the "School") held a Board Meeting (the "meeting") on October 12, 2020 via electronic communications.

Board Members in Attendance:

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

Guests in Attendance:

Sarah O'Bryan, Associate Director of School Accountability, ACCEL Schools
Wendy Copen, School Principal
Dave Massa, Fiscal Officer, Massa Financial Solutions
Mike Pilarski, Sr. Financial Analyst, ACCEL Schools
Delores Junior, Sponsor Representative, Charter School Specialists
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 Ms. Galinas to accept the agenda for the October 12, 2020 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	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Diane Faehnrich	✓		

3. Reports and Updates

a. Operator Report

Ms. Copen gave the Operator Report. There are mock assessments underway for 2nd and 3rd grade. The Fall Festival had about 200 attendees; Picture Day was on October 8th. Trunk or Treat was also on October 8th. Staff distributed candy, hot dogs and chips. They ran out of candy by 6:00 p.m. Sunday night calls continue each week; a monthly agenda is sent to parents. Immanuel Assembly of God Church partners with the School, providing Blessings in a Backpack. Ms. Copen spoke at the church members to thank them for their support of the students. The Board expressed interest in also thanking the church and congregation. Board Treasurer Petrea to draft the letter for Board review. The topic '*Discussion, Draft Letter to Immanuel Assembly of God*' to appear under '**Old Business**' on the November 9, 2020 Board meeting agenda.

Conversation continued regarding school enrollment. Tours are still ongoing; the Special Education team is working with new students, evaluating students and work the IEPs. Enrollment is approximately 127 students as of today.

Discussion, CSP Subgrant Letter

Ms. OBryan noted the CSP subgrant application was accepted, approximately \$198,378.

Discussion, SPED Annual Report

The SPED Annual Report was brought forward for discussion. The report is in a format required for submission. The breakdown of student grade level, number of students in-person, on-line, and hybrid was noted. A separate teacher will be hired so the 2nd and 3rd grade classes will have their own teacher. The kindergarten is a full day.

Discussion, Superintendent's Residency Verification Update

About eighty-eight students are new students, about 39 students are re-enrolled. The dispute noted on the report has been cleared. There are no district of residence disputes.

Conversation continued about safety procedures. Ms. OBryan noted that the School is following safety procedures. Parents confirm children are symptom-free. Class sizes allow for appropriate distancing, students are wearing masks, and hand washing after each activity. Ms. Copen noted that the students are kept in groups that do not mix throughout the day. Ms. Junior asked how many of the kindergarten students have attended preschool. Ms. Junior asked to have this on the next agenda; the topic "*Discussion, Students with Preschool Instruction*" to appear on the November meeting agenda under '**Operator Report**'. Ms. OBryan noted that information is not required for enrollment. The staff will attempt to gather the information.

Ms. OBryan continued with discussion on the programs. Parents are asked to stick to the modality they have chosen for the first semester at least. An instructional aid assists in one class, and another aid is being sought to assist in another class.

b. Sponsor Report (Charter School Specialists)

Ms. Junior gave the Sponsor Report. She would like to highlight the School in a future Sponsor Connection newsletter. There was conversation about the Sponsor Connection newsletter included in the meeting materials, including COVID-19 reporting, license renewal, and PEX

card requirements. Ms. Junior reviewed the report provided in the meeting materials.

c. Treasurer Report (Massa Financial)

Mr. Dave Massa gave the Treasurer Report. Revenues are tight this month, as the School was funded at last year's number, about 40 FTEs. The October 'true-up' payment is expected to be much larger. With the growth seen in enrollment, additional staff and other expenses increase accordingly.

Discussion, Budget 2020/2021 Academic Year

The Budget for the 2020/2021 Academic Year was brought forward for discussion. The Budget is estimated at about 120, and current enrollment is higher than 120. Budget assumptions are standard, Food Service, IDEA, Title I, Title II, and CSP subgrant information is included in the budget. A slight deficit is anticipated for this year, with intention to get as close as possible to break-even. There was positive comment on the improvement seen over last year.

Discussion, Five-Year Forecast

The Five-Year Forecast was brought forward for discussion. The forecast is reviewed twice per year for compliance purposes. Projecting out to 2025, estimated enrollment is about 250 students.

Ms. Junior asked Mr. Massa about the letter received regarding payment to the management company. Mr. Massa will respond to the letter, now that there is sufficient budget information to address the request.

The September 2020 Financial Statement were brought forward for adoption by the Board. Upon Motion duly made by Ms. Galinas to adopt the September 2020 Financial Statement without amendment, seconded 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 Faehrich	✓		

d. Legal Update (Callender Law Group)

Ms. Trakas provided a summary of the policies included on the agenda. The October 2020 Legal Update was included in the meeting materials for review. There was a discussion about the resolutions on the agenda.

Adoption/Approval of Operator Report

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 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	✓		

4. Public Hearing, Standardized Test Preparation Time/Waiver Application

The Public Hearing for Standardized Test Preparation Time Limit/Waiver Application was announced. There was no public comment offered. The Chairwoman closed the Public Hearing.

5. Open Discussion

None.

6. Old Business

Discussion, Management Company Evaluation

The Board reviewed the Management Company Evaluation form. There was positive comment about the team. The Board provided comment, and Chairwoman completed the form based on input and discussion of the Board members. The completed form will be forwarded to the Sponsor.

7. New Business

a. Resolution, Adoption/Approval of Minutes, September 14, 2020 Board Meeting

The minutes from the September 14, 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 from the September 14, 2020 Board meeting 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	✓		

b. Resolution, Adoption/Approval of Budget, 2020/2021 Academic Year

The Budget for the 2020/2021 Academic Year was brought forward for consideration by the Board. A discussion was had during the Treasurer Report. Upon Motion duly made by Ms. Galinas to adopt the Budget for the 2020/2021 Academic Year 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	✓		

c. Resolution, Adoption/Approval, 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 Ms. Galinas to adopt the Five-Year Forecast 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	✓		

d. Resolution, Adoption/Approval of Standardized Test Preparation Time Limit/Waiver Application, 2020/2021 Academic Year

The resolution, Standardized Test Preparation Time Limit/Waiver Application 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 Ms. Bartlett to adopt the Standardized Test Preparation Time Limit/Waiver Application for the 2020/2021 Academic Year 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	✓		

e. Resolution, Adoption/Approval Third Grade Reading Guarantee Plan/Policy

The Third Grade Reading Guarantee Plan/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 Third Grade Reading Guarantee Plan/Policy 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	✓		

f. Resolution, Resolution, Adoption/Approval of Annual Report, 2019/2020 Academic Year

The Annual Report for the 2019/2020 Academic Year 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 Annual Report for the 2019/2020 Academic Year 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	✓		

g. Resolution, Acceptance of Implementation Charter School Program (CSP) Subgrant

The acceptance of the Implementation Charter School Program (CSP) Subgrant was brought forward for consideration by the Board. A discussion was had during the Operator Report. Upon Motion duly made by Mr. Sanzotta to accept the Implementation Charter School Program (CSP) Subgrant without amendment, seconded by Ms. Galinas, 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	✓		

8. Date/time and location for next meeting

The next meeting of the governing board of Parma Academy is scheduled for **Monday, November 9, 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 Ms. Galinas to adjourn the October 12, 2020 Board meeting of Parma Academy, seconded by Ms. Bartlett, the Motion passed by unanimous affirmative vote. The meeting adjourned at 7:03 p.m.

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

APPROVAL AND ADOPTION OF MINUTES

Motion to approve and adopt minutes of the October 12, 2020 Regular Board Meeting of

Parma Academy, with without amendments, made by MRS. BARTLETT

seconded by MR. PETREA

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 9th day of NOVEMBER, 2020.

Diane Faehnrich
Diane Faehnrich, Chairwoman
Parma Academy