

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

BOARD MEETING
MINUTES

Parma Academy (the "School") held a Board Meeting (the "meeting") on September 14, 2020 via electronic communications.

Board Members in Attendance:

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

Board Member not in Attendance:

Mary Galinas, Member

Guests in Attendance:

Sarah O'Bryan, Associate Director of School Accountability, ACCEL Schools
Dave Massa, Fiscal Officer, Massa Financial Solutions
Mike Pilarski, Sr. Financial Analyst, ACCEL Schools
Susan Scarponi, 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. Ms. Galinas' unable to attend the meeting; Chairwoman Faehnrich noted Ms. Galinas' absence was excused.

2. Review/Acceptance of Agenda

Board members reviewed the meeting agenda. Upon Motion duly made by Mr. Sanzotta to accept the agenda for the September 14, 2020 Board meeting without amendment, seconded by Ms. Bartlett, 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</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

3. Reports and Updates

a. Operator Report

Ms. Copen gave the Operator Report. This week is week 5 of the School being open. Enrollment is about 115 students; the goal is to have 125 enrolled by October. iReady assessments begin this week for beginning of the year diagnostic testing.

There was positive comment about the School culture. There is mutual support from families to the School, and staff support of students and families. The current theme is 'Happily Ever After', with specific goals for students; each Golden Ticket earned can be redeemed for an item from the Treasure Chest. There are new criteria for Panda of the Month designation. Attendance, positive attitude, uniforms on Uniform Day are among the criteria. Sunday night calls have started again to keep families apprised of School activities. A Fall Festival is scheduled for Friday from 5:00 to 7:00 p.m. for families and guests. Emmanuel Church has partnered again with the School again with food backpacks. The School is growing and doing great; the School will need more space and staff soon.

Discussion, Enrollment Letter of Guarantee

The Sponsor required the School issue a letter when enrollment was under 100 students; the letter was already submitted. The language of the letter reflects what is in the management agreement. The letter is no longer required as enrollment is above 100 students.

Discussion, Management Company Evaluation

The evaluation is due to the Sponsor by October 30th. A sample evaluation was discussed. The Sponsor requests one (1) completed evaluation from the Board.

Discussion, Superintendent's Residency Verification Update

All documents were obtained from students. There were no issues or flags to report. Five (5) new students were enrolled this month.

Adoption/Approval of Operator Report

The adoption of the Operator Report was brought forward for consideration by the Board. Upon Motion duly made by Mr. Sanzotta to adopt the Operator Report 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> |
|-----------------------------------|------------|------------|--|
| Kimberly Bartlett | ✓ | | |
| Mary Galinas | | | <i>Not present</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

b. Sponsor Report (Charter School Specialists)

Ms. Scarponi gave the Sponsor Report. New Board training videos will be on the website; a webinar recording on what is needed for fall compliance was discussed. Compliance review will be done mostly via desk review, and not in-person. A Sponsor representative should be at the School in late Winter or early Spring for site-specific items. School drills must still be conducted as part of school compliance. There is an extension for the 2020 Emergency Management test.

c. Treasurer Report (Massa Financial)

Mr. Dave Massa gave the Treasurer Report. There was not a great deal to review. The Audit is underway for the previous year. Funding is based on last year's ending enrollment. The increase in enrollment will show up in the October payment. The Budget and Five-Year Forecast will be on the agenda for Board consideration in October. T

The August 2020 Financial Statements were brought forward for adoption by the Board. Upon Motion duly made by Ms. Bartlett to adopt the August 2020 Financial Statements 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</i> |
| 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 September 2020 Legal Update was included in the meeting materials for review. There was a discussion about annual Conflict of Interest and Disclosure forms. An overview of the Standardized Test Preparation Time Limit/Waiver Application was provided. The Board must hold one public hearing before considering adoption of a waiver application. The public hearing is scheduled during the October Board meeting.

4. Open Discussion

None.

5. Old Business

None.

6. New Business

a. Resolution, Adoption/Approval of Minutes, August 10, 2020 Board Meeting

The minutes from the August 10, 2020 Board meeting were brought forward for consideration by the Board. A discussion was had. Upon Motion duly made by Ms. Bartlett to adopt the minutes from the August 10, 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 | | | <i>Not present</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

b. Resolution, Adoption/Approval of Amendment to Attendance Absence and Truancy Policy, 2020/2021 Academic Year

The Amendment to the Attendance Absence & Truancy Policy 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. Sanzotta to adopt the Amendment to the Attendance Absence & Truancy Policy for the 2020/2021 Academic Year without amendment, seconded by Ms. Bartlett, 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</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

c. Resolution, Adoption/Approval, Student & Visitor COVID-19 Policy, 2020/2021 Academic Year

The Student & Visitor COVID-19 Policy for the 2020/2021 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. The policy adopted by the Board previously was written with guidance provided at the time. This update includes the most current face covering mandate. Upon Motion duly made by Mr. Sanzotta to adopt the Student & Visitor COVID-19 Policy for the 2020/2021 Academic Year without amendment, seconded by Ms. Bartlett, 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</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

d. Resolution, Adoption/Approval of First Amendment to Student & Visitor COVID-19 Policy, 2020/2021 Academic Year

The First Amendment to Student & Visitor COVID-19 Policy for the 2020/2021 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. The Amendment addresses tracking requirements. Upon Motion duly made by Ms. Bartlett to adopt the First Amendment to Student & Visitor COVID-19 Policy for the 2020/2021 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> |
|--------------------------------|------------|------------|--|
| Kimberly Bartlett | ✓ | | |
| Mary Galinas | | | <i>Not present</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

e. Resolution, Ratify Authorize Submission of Broadband Ohio Connectivity Grant

The resolution, Ratify Authorize Submission of Broadband Ohio Connectivity Grant was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Ms. Bartlett to ratify Authorize Submission of Broadband Ohio Connectivity Grant 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</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

f. Resolution, Ratify Harassment, Intimidation & Bullying Policy, Title IX

The resolution, Ratify Harassment, Intimidation & Bullying Policy, Title IX was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Ms. Bartlett to ratify the Harassment, Intimidation & Bullying Policy, Title IX 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</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

g. Resolution, Adoption/Approval of Harassment, Intimidation, Bullying Policy with Title IX

The Harassment, Intimidation, Bullying and Title IX Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. The policy includes guidelines for the process of addressing complaints. Upon Motion duly made by Ms. Bartlett to adopt the Harassment, Intimidation, Bullying and Title IX 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> |
|--------------------------------|------------|------------|--|
| Kimberly Bartlett | ✓ | | |
| Mary Galinas | | | <i>Not present</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

h. Resolution, Adoption/Approval of Career Advising Policy/College & Career Readiness, 2020/2021 Academic Year

The Career Advising Policy/College & Career Readiness 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 Career Advising Policy/College & Career Readiness for the 2020/2021 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> |
|--------------------------------|------------|------------|--|
| Kimberly Bartlett | ✓ | | |
| Mary Galinas | | | <i>Not present</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

i. Resolution, Adoption/Approval of Academic Prevention/Intervention Policy, 2020/2021 Academic Year

The Academic Prevention/Intervention Policy 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 Academic Prevention/Intervention Policy for the 2020/2021 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> |
|--------------------------------|------------|------------|--|
| Kimberly Bartlett | ✓ | | |
| Mary Galinas | | | <i>Not present</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

j. Resolution, Adoption/Approval of Parent/Family/Foster Caregiver Involvement Policy & Plan, 2020/2021 Academic Year

The Parent/Family/Foster Caregiver Involvement Policy & Plan 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 Parent/Family/Foster Caregiver Involvement Policy & Plan for the 2020/2021 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> |
|--------------------------------|------------|------------|--|
| Kimberly Bartlett | ✓ | | |
| Mary Galinas | | | <i>Not present</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

k. Resolution, Affirmation of Health & Safety Policies Review, 2020/2021 Academic Year

The Affirmation of Health & Safety Policies Review for the 2020/2021 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. The policies included in the review:

- Asthma Inhaler
- Bloodborne Pathogens Exposure
- Child Abuse Reporting
- Code of Conduct, Suspension, Expulsion and Permanent Exclusion
- Corporal Punishment
- Diabetes Care
- Eye Protective Devices
- Epinephrine Injector
- Hand Washing
- Harassment Intimidation & Bullying
- Homeless Children & Youth
- Immunization
- PBIS, Restraint & Seclusion
- Parent/Family/Foster Caregiver Engagement Policy, 2020/2021 AY
- Peanut Food Allergy
- Pest Management
- Student Medication
- Wellness Policy
- Student and Visitor COIVD-19 Policy

Upon Motion duly made by Ms. Bartlett to adopt the Affirmation of Health & Safety Policies Review 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</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

l. Resolution, Acceptance of Broadband Ohio Connectivity Grant

The resolution, Acceptance of Broadband Ohio Connectivity Grant 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 resolution Acceptance of Broadband Ohio Connectivity Grant 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</i> |
| Jonathan Petrea | ✓ | | |
| Mark Sanzotta | ✓ | | |
| Diane Faehnrich, Chairwoman | ✓ | | |

m. Resolution, Adoption/Approval of Conflict of Interest Policy, 2020/2021 Academic Year

The Conflict of Interest Policy 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 Conflict of Interest Policy for the 2020/2021 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> |
|-----------------------------------|------------|------------|--|
| Kimberly Bartlett | ✓ | | |
| Mary Galinas | | | <i>Not present</i> |
| 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, October 12, 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

On the agenda: Public Hearing, Standardized Test Preparation Time Limit, Waiver Application

8. Adjournment

There being no further business to come before the Board, upon Motion duly made by Mr. Petrea to adjourn the September 14, 2020 Board meeting of Parma Academy, seconded by Ms. Bartlett, the Motion passed by unanimous affirmative vote. The meeting adjourned at 6:45 p.m.

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

APPROVAL AND ADOPTION OF MINUTES

Motion to approve and adopt minutes of the September 14, 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 <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 12th day of OCTOBER, 2020.

Diane Faehnrich
Diane Faehnrich, Chairwoman
Parma Academy