

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

BOARD MEETING
MINUTES

Parma Academy (the “School”) held a Board Meeting (the “meeting”) on November 9, 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
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 6:06 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. Sanzotta to accept the agenda for the November 9, 2020 Board meeting 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	✓		

3. Reports and Updates

a. Operator Report

Ms. Copen gave the Operator Report. Short cycle assessments are underway. The Reading Improvement Monitoring Plans were completed by October 30th. The Third Grade reading test was given in the last two weeks in October; about 13 students took the test. A second grade teacher was hired and one instructional aide. The 3rd graders will be moved to the former cafeteria to make a new classroom to assure proper distancing given the increased enrollment. Weekly phone calls to parents are made on Sundays at 6:00 p.m.

School activities were discussed. There were about 200 cars for 'Trunk and Treat'; hot dogs and chips were distributed, too. The event was well-received. Blessings in a Backpack continues every Friday with donations from Immanuel Assembly of God church. The School continues to grow, with about 130 students enrolled at this time.

December events planned includes the Grinch Story and craft. The School has arranged with local day care centers to provide a craft to their children. The School will send the materials for the craft, and staff will have a ZOOM meeting to provide activity guides to participants. Enrollment information will be included with the craft materials. In the future, the School would like to add 4th and 5th grade instruction.

Discussion, CSP Subgrant Update

Ms. OBryan reviewed the budget document included in the meeting materials. There was a review of the items orders, and marketing allocations for community outreach.

Discussion, Superintendent's Residency Verification Update

About 39 students are re-enrolled, and about 86 students newly enrolled. About three students are newly enrolled for the reporting period. Of the residency disputes reported, three (3) are cleared, and three (3) are outstanding.

There inquiries from the Board about how residency is determined. The district of residency is where funding originates. Ms. OBryan gave an overview of how disputes are resolved.

There was discussion about safety procedures. Ms. OBryan noted that the School is following all safety procedures. Students and staff have temperature checks prior to the school day. Ms. Copen noted that the students are kept in groups that do not mix throughout the day.

Ms. OBryan gave an update on the request for the number of kindergarten students with pre-school instruction at the last Board meeting. Approximately 38% of current kindergarten students have had some preschool instruction.

b. Sponsor Report (Charter School Specialists)

Ms. Scarponi gave the Sponsor Report. The learning modality of students was requested as part of the monthly reporting; most students are in-person, with two hybrid learners, and a few online only learners. Ms. Scarponi noted a Browns attendance contest, where the School could enter to win a signed football; the School was encouraged to review the criteria. The Performance

Framework and Annual Report were brought forward for discussion. These are tools for the Board to review as part of the sponsor renewal application process.

c. Treasurer Report (Massa Financial)

Mr. Dave Massa gave the Treasurer Report. The catch-up payment included about 80 FTEs. There is a slight deficit year to date. It is expected that this will be reduced, and the School should come out better than break-even.

d. Legal Update (Callender Law Group)

Ms. Trakas provided a summary of the policies included on the agenda. The November 2020 Legal Update was included in the meeting materials for review. There was a discussion about the resolutions on the agenda. The allowance for holding meetings virtually ends December 1, 2020, unless an extension is provided for by the legislature. The Board will be apprised of any changes. Should the Board need to meet in person starting in January, guidelines will be provided.

e. Adoption of Reports and Updates

The adoption of the Reports and Updates was brought forward for consideration by the Board. Upon Motion duly made by Mr. Petrea to adopt the Operator, Sponsor and Treasurer Reports and Legal Update 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	✓		

4. Committee Reports

- a. *Executive Committee—none*
- b. *Audit & Finance Committee—none*

5. Old Business

Discussion, Draft Letter to Immanuel Assembly of God

The draft letter was brought forward for discussion. The Board members gave positive comment to Treasurer Petrea on the letter drafted on behalf of the Board to thank the congregation for the support of the School’s students and families with the Blessings in a Backpack program. The Board asked that the letter be placed on School letterhead and mailed to the church. Ms. Trakas to send the document in Word format to Ms. OBryan after the meeting.

6. New Business

a. Resolution, Adoption/Approval of Minutes, October 12, 2020 Board Meeting

The minutes from the October 12, 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 of the October 12, 2020 Regular Board meeting without amendment, second by Mr. Petrea, 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 Student Wellness and Success Funding, 2019/2020 and 2020/2021 Academic Years

The Resolution for adoption of Student Wellness and Success Funding for the 2019/2020 and 2020/2021 Academic Years 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 Student Wellness and Success Funding for the 2019/2020 and 2020/2021 Academic Years 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, State of Emergency Policy

The State of Emergency Policy 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 State of Emergency Policy without amendment, seconded by Mr. Petrea, 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 Faehrich	✓		

d. Resolution, Adoption/Approval of State of Emergency Policy, Academic Decisions

The resolution, State of Emergency Policy, Academic Decisions 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 State of Emergency Policy, Academic Decisions 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 Faehrich	✓		

e. Confirmation, CSP Grant Committee

The CSP Grant Committee membership was noted as follows:

Chair: Mr. Petrea

Members: Ms. Bartlett and Ms. OBryan

Upon Motion duly made by Mr. Petrea to confirm the CSP Grant Committee appointments 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 Faehrich	✓		

8. Date/time and location for next meeting

The next meeting of the governing board of Parma Academy is scheduled for **Monday, January 11, 2021 at 6:00 p.m.** at Parma Academy, 12925 Corporate Dr., Parma 44130. Should the Legislature approve an extension of electronic meetings, an update to the Board meeting schedule will be provided.

9. Adjournment

There being no further business to come before the Board, upon Motion duly made by Mr. Petrea to adjourn the November 9, 2020 Board meeting of Parma Academy, seconded by Ms. Galinas, the Motion passed by unanimous affirmative vote. The meeting adjourned at 6:58 p.m.

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

APPROVAL AND ADOPTION OF MINUTES

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

Parma Academy, with **without** amendments, made by Member Galinas

seconded by Member Bartlett.

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 11th day of January, 2021.



*Diane Faehnrich, Chairwoman
Parma Academy*