

**Parma Academy**  
*(An Ohio Not-for-Profit Corporation)*  
**BOARD MEETING**

**MINUTES**

Parma Academy (the “School”) held a Regular Board Meeting (the “meeting”) on July 11, 2022 at the Summit One Conference Room, 4700 Rockside Road, Independence, 44131.

**Board Members in Attendance**

Kimberly Bartlett, arrived 6:14 p.m.  
Mary Galinas  
Mark Sanzotta  
Jonathan Petrea  
Diane Faehnrich, Chairwoman

**Guests in Attendance:**

Anne Trakas, Callender Law Group  
Mike Garcar, Callender Law Group  
Andrea Dobbins, Charter School Specialists  
Steven Kunberger  
Sarah O’Bryan  
Dave Chenet, Massa Financial Solutions

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

Chairwoman Faehnrich called the meeting to order at 6:00 p.m.

**2. Roll Call of Members Present**

Chairwoman Faehnrich requested a roll call of Board members. The Chairwoman noted a quorum was present.

**3. Review/Acceptance of Agenda**

The Agenda was brought forward for consideration by the Board. Upon Motion duly made by Member Sanzotta to adopt the Minutes without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett			Not Present
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**4. Annual Meeting**

**a. Discussion, Board Member Re-Appointments**

The re-appointment of Board Members whose terms have expired were discussed. Mr. Garcar stated that the terms of Board Members Bartlett and Member Galinas are up for reappointment at this meeting. A discussion was had.

Upon Motion duly made by Member Sanzotta to appoint Member Bartlett for a three (3) year term ending with the 2025 Annual Meeting, seconded by Member Petrea, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member Name/Initials</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER (Not Present, Abstain, etc.)</b>
Kimberly Bartlett			Not Present
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

Upon Motion duly made by Member Petrea to appoint Member Galinas for a three (3) year term ending with the 2025 Annual Meeting, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member Name/Initials</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER (Not Present, Abstain, etc.)</b>
Kimberly Bartlett			Not Present
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**b. Board Officer Appointments, 2022/2023 Academic Year**

Board officers for the 2022/2023 Academic Year were discussed. The Board discussed keeping the current slate of Board Members. Upon Motion duly made by Member Petrea to elect Member Faehnrich as Board Chair, Member Barlett as Vice Chairwoman, Member Petrea as Treasurer, and Member Sanzotta as Secretary, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett			Not Present
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**5. Reports and Updates**

**a. School Report/Annex Update (ACCEL Schools)**

Enrollment was discussed. There are 191 students currently enrolled.

Maintenance was discussed. All classrooms are set up, the walls are freshly painted, and the monitors and keypads are working for access to the building. The building cannot be entered without a code and signage will be coming shortly.

Outreach was discussed. The Back to School Bash will be held in August.

*Personnel Report*

There was a heavy focus on staffing as four (4) teachers left at the end of last year, two (2) moved out of state, one (1) moved to Columbus, and one (1) left teaching altogether. An offer was made to a second (2<sup>nd</sup>) grade teacher. The School is about to be fully staffed.

*Harassment, Intimidation & Bullying Report, January – June 2022*

According to the Operator’s report, there were no confirmed cases of harassment, intimidation, or bullying. Upon Motion duly made by Member Sanzotta to acknowledge receipt of the Harassment, Intimidation, & Bullying Report, seconded by Member Petrea, the Report was accepted without objection.

**b. Management Company Report (ACCEL Schools)**

**i. Superintendent’s Residency Verification Update, May and June 2022**

No disputes for May or June.

**ii. Adoption/Approval of School Report/Management Company Report/Monthly Residency Verification Update**

The School Report/Management Company Report/Monthly Residency Verification Update was brought forward for consideration by the Board. Upon Motion duly made by Member Petrea to adopt the School Report/Management Company Report/Monthly Residency Verification Update without amendment, seconded by Member Sanzotta, the Motion passed by unanimous affirmative vote.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**c. Sponsor Report (St. Aloysius - Charter School Specialists)**

- i. Discussion, Fiscal Review Memos, April and May 2022*
- ii. At-a-Glance Reports, June and July 2022*  
The At-a-Glance Report was reviewed with the Board.
- iii. Discussion, Sponsor Connection, June and July 2022*  
The Sponsor Connection was reviewed with the Board.
- iv. Discussion, Performance Framework and Performance Intervention Template*
- v. Adoption/Approval of Sponsor Report*

The Sponsor Report was brought forward for consideration by the Board. Upon Motion duly made by Member Sanzotta to adopt the Sponsor Report without amendment, seconded by Member Petrea, the Motion passed by unanimous affirmative vote.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**d. Treasurer Report (Massa Financial Solutions, LLC)**

- i. Discussion, May 2022 and June 2022 Financial Statements*
- ii. Discussion, ESSER Funding Update, May 2022 and June 2022*
- iii. Discussion, Form 990*

Mr. Chenet gave the Treasurer Report. The June 2022 Financial Statement was brought forward for discussion. The School has a cash balance of about \$46,000 and accounts payable of about \$191,000, and the School reported a net loss of about \$59,000. The School was funded at 168.92 FTEs for May, and at 168.86 FTEs for June. There was a slight decrease in FTEs from May to June. The School has used 100% of ESSER I, 92% of ESSER II, and 9% of ESSER III.

iv. *Adoption/Approval of Treasurer Report*

The Treasurer Report was brought forward for consideration by the Board. Upon Motion duly made by Member Bartlett to adopt the Treasurer Report without amendment, seconded by Member Petrea, the Motion passed by unanimous affirmative vote.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

e. **Legal Update (Callender Law Group)**

i. *Discussion, June and July 2022 Legal Updates*

ii. *Discussion, Resolutions on the agenda*

Mr. Garcar gave the Legal Update. The New Business items were reviewed.

6. **Committee Reports, if submitted**

a. *Executive Committee*

b. *Audit & Finance Committee*

None.

7. **Old Business**

None.

8. **New Business**

a. *Discussion, Adoption/Approval of Minutes from the May 9, 2022 Board meeting*

The Minutes from the May 9, 2022 Board Meeting were brought forward for consideration by the Board. Upon Motion duly made by Member Petrea to adopt the Minutes from the May 9, 2022 Board Meeting without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**b. Resolution, Adoption/Approval of Animals on School Property Policy**

The Animals on School Property Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Petrea to adopt the Animals on School Property Policy without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Board Member Name/Initials</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER (Not Present, Abstain, etc.)</b>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**c. Resolution, Adoption/Approval of Conflict of Interest and Public Ethics Policy, 2022/2023 Academic Year**

The Conflict of Interest and Public Ethics Policy for the 2022/2023 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Petrea to adopt the Conflict of Interest and Public Ethics Policy for the 2022/2023 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Board Member Name/Initials</b>	<b>AYE</b>	<b>NAY</b>	<b>OTHER (Not Present, Abstain, etc.)</b>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**d. Resolution, Adoption/Approval of Web Access/Blizzard Bags Policy, 2022/2023 Academic Year**

The Web Access/Blizzard Bags Policy for the 2022/2023 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Petrea to adopt the Web Access/Blizzard Bags Policy for the 2022/2023 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**e. Resolution, Adoption/Approval of School Visitor Policy, 2022/2023 Academic Year**

The School Visitor Policy for the 2022/2023 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Petrea to adopt the School Visitor Policy for the 2022/2023 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**f. Resolution, Adoption/Approval of Parent/Family/Caregiver Engagement Policy, 2022/2023 Academic Year**

The Parent/Family/Caregiver Engagement Policy for the 2022/2023 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Petrea to adopt the Parent/Family/Caregiver Engagement Policy for the 2022/2023 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**g. Resolution, Adoption/Approval of Code of Conduct, Suspension, Expulsion and Permanent Exclusion Policy**

The Code of Conduct, Suspension, Expulsion and Permanent Exclusion Policy was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Petrea to adopt the Code of Conduct, Suspension, Expulsion and Permanent Exclusion Policy without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**h. Resolution, Adoption/Approval of Academic Prevention/Intervention Policy, 2022/2023 Academic Year**

The Academic Prevention/Intervention Policy for the 2022/2023 Academic Year was brought forward for consideration by the Board. A discussion was had during the Legal Update. Upon Motion duly made by Member Petrea to adopt the Academic Prevention/Intervention Policy for the 2022/2023 Academic Year without amendment, seconded by Member Galinas, the Motion passed by unanimous affirmative vote of members present.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**9. Open Discussion/Public Comment**

None



**10. Date/Time/Location of the Next Regular Board Meeting:**  
***Monday, September 12, 2022 at 6:00 p.m. at Parma Academy,  
 12925 Corporate Drive, Parma, 44130.***

**11. Adjournment**

There being no further business to come before the Board, upon Motion duly made by Member Petrea to adjourn the July 11, 2022, Board Meeting of Parma Academy, seconded by Member Galinas, the Motion to adjourn was approved by unanimous affirmative vote. The meeting was adjourned at 6:28 p.m.

<b>Board Member</b> <i>Name/Initials</i>	<b>AYE</b>	<b>NAY</b>	<b>OTHER</b> <i>(Not Present, Abstain, etc.)</i>
Kimberly Bartlett	X		
Mary Galinas	X		
Jonathan Petrea	X		
Mark Sanzotta	X		
Diane Faehnrich, Chairwoman	X		

**APPROVAL AND ADOPTION OF MINUTES**

Motion to approve and adopt minutes of the July 11, 2022 Regular Board Meeting of

Parma Academy, with / without amendments, made by Petrea

seconded by Galinas.

Roll Call Board Member	AYE	NAY	OTHER (Absent, Abstain, Etc.)
Kimberly Bartlett	<i>[Signature]</i> X		
Mary Galinas	<i>[Signature]</i> X		
Jonathan Petrea	<i>[Signature]</i> X		
Mark Sanzotta			Not present
Diane Faehnrich, Chairwoman			Not present

Adopted by a vote of the Board on this 12th day of SEPTEMBER, 2022.

  
~~Diane Faehnrich~~, <sup>vice</sup> Chairwoman  
 Parma Academy  
*KIMBERLY BARTLETT*