

Constellation Schools: Puritas Community Middle  
Special Board Meeting Minutes  
Thursday, October 28, 2021  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Richard Lukich called the meeting to order at 6:00 p.m. with the following members present: Jerry Hilinski, Theresa Smith, Gary Coupe, Jacqueline Grimm and Sean Mendise.

School Staff present: None

Constellation Schools LLC present: None

Sponsor representative: Joe Calinger

Financial Services: None

Sarah O'Bryan, Associate Director, School Accountability, ACCEL Schools

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – September 16, 2021**

**PTCM-2021-10-01**

A motion was made by Jacqueline Grimm, and was seconded by Jerry Hilinski, approving the minutes of September 16, 2021, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2021/2022 is 145.

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

Sarah O'Bryan requested board approval for Staff Supplemental for Committees and Student Activities.

**Staff Supplemental for Committees and Student Activities**

**PTCM-2021-10-02**

A motion was made by Sean Mendise, and was seconded by Jacqueline Grimm, approving the Staff Supplemental for Committees and Student Activities, as presented (see attached).

All board members concurred

Motion Carried

**Curriculum & Instruction Program Coordinator**

No report.

**VII. Student Services**

**Special Education Program Coordinator**

Special Education numbers were made available to the board members. Board approval was requested to ratify approval of Crisis Prevention Institute (CPI) purchase amount.

**Ratify Approval of Crisis Prevention Institute (CPI) Purchase Amount**

**PTCM-2021-10-03**

A motion was made by Gary Coupe, and was seconded by Sean Mendise, approving to ratify the Crisis Prevention Institute (CPI) Purchase Amount, as presented (see attached).

All board members concurred  
Motion Carried

**Support Services Program Coordinator**

Sarah O'Bryan requested board approval for the LifeAct Program for SY 2021-2022.

**Executive Summary – LifeAct Program for SY 2021-2022**

**PTCM-2021-10-04**

A motion was made by Sean Mendise, and was seconded by Jacqueline Grimm, approving the Executive Summary for the LifeAct Program for SY 2021-2022, presented (see attached).

All board members concurred  
Motion Carried  
No report.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O'Bryan requested board approval for Personnel Actions. Resignations and Separations were presented as information only.

**Personnel Actions**

**PTCM-2021-10-05**

A motion was made by Gary Coupe, and was seconded by Sean Mendise, approving the Personnel Actions, as presented (see attached).

All board members concurred  
Motion Carried

**X. Facilities Manager Report**

No report.

**XI. Business and Safety Manager Report**

Sarah O'Bryan requested board approval for the AED Purchase Agreement. Sarah indicated we are requesting an extension of insurance coverage from November 8, 2021 to December 8, 2021 per expiring information. For the November Board meeting, you will receive information on premiums and coverage for your review/consideration/approval.

**Executive Summary – AED Purchase Agreement**

**PTCM-2021-10-06**

A motion was made by Jacqueline Grimm, and was seconded by Gary Coupe, approving the Executive Summary – AED Purchase Agreement, as presented (see attached).

All board members concurred  
Motion Carried

**XII. Marketing Report**

Sarah O'Bryan requested board approval for the 2020/2021 Annual Reports with the understanding that changes may need to be made at our Sponsor's request. Lisa requested that the board members acknowledge they reviewed the Racial Balance Assessment.

**2020-2021 Annual Report**

**PTCM-2021-10-07**

A motion was made by Theresa Smith, and was seconded by Jerry Hilinski, approving the 2020-2021 Annual Report with the understanding that changes may need to be made at our Sponsor's request, as presented (see attached).

All board members concurred  
Motion Carried

**Acknowledgment of Racial Balance Assessment**

Jerry Hilinski, Gary Coupe, Jacqueline Grimm, Theresa Smith and Sean Mendise acknowledged they reviewed the Racial Balance Assessment.

**XIII. Treasurer Report**

Sarah O'Bryan requested board approval for the September Financial Reports. Board approval was requested to adopt the Resolution for the Revised FY 2022 Annual Budget and Revised FY 2022 Annual Budget in ODE Format. Board approval was requested for the Resolution approving the FY2022 Five Year Forecast.

**September, 2021 Financial Reports**

**PTCM-2021-10-08**

A motion was made by Gary Coupe, and was seconded by Sean Mendise, approving the September, 2021 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

**Resolution – Revised 2022 Annual Budget and Revised 2022 Annual Budget in ODE Format**

**PTCM-2021-10-09**

A motion was made by Theresa Smith, and was seconded by Sean Mendise, adopting the Resolution approving the Revised 2022 Annual Budget and Revised 2022 Annual Budget in ODE Format, as presented (see attached).

All board members concurred

Motion Carried

**Resolution Approving the FY2022 Five Year Forecast**

**PTCM-2021-10-10**

A motion was made by Sean Mendise, and was seconded by Jacqueline Grimm, approving the Resolution for the FY 2022 Five Year Forecast (see attached).

All board members concurred

Motion Carried

**XIV. Executive Director**

Sarah O'Bryan requested that the board members acknowledge they reviewed the Superintendent Residency Verification Report.

**Acknowledgment of Superintendent Residency Verification Report**

Jerry Hilinski, Gary Coupe, Jacqueline Grimm, Theresa Smith and Sean Mendise acknowledged they reviewed the Superintendent Residency Verification Report.

**XV. Sponsor Update**

Joe Calinger provided board members with the monthly report. Joe informed board members that Buckeye Community Hope Foundation will be holding a virtual board training on Saturday, November 6, 2021 from 9:00 am. to 12:30 p.m.

**XVI. President Report**

Sarah O'Bryan requested the board members acknowledge the previous version of Policy 4.1140 Calamity Day Make-Up Plan (Prior to SY 2020/2021). Sarah encouraged board members to sign up for the virtual board training that Buckeye Community Hope Foundation is holding on November 6, 2021 from 9:00 a.m. to 12:30 p.m.

**Acknowledgment of Previous Version of Policy 4.1140 Calamity Day Make-Up Plan (Prior to SY 2020/2021)**

Jerry Hilinski, Gary Coupe, Jacqueline Grimm, Theresa Smith and Sean Mendise acknowledged the previous version of Policy 4.1140 Calamity Day Make-Up Plan (Prior to SY 2020/2021).

**XVII. Public Comment**

No report.

**New Business**

No report.


**Adjourn**

A motion was made by Gary Coupe, and was seconded by Jerry Hilinski, to adjourn.

All board members concurred

Motion Carried: 6:15 p.m.

  
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President

  
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Secretary