

Constellation Schools: Puritas Community Middle  
Board Meeting Minutes  
Thursday, November 18, 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, Gary Coupe, Jacqueline Grimm, Theresa Smith and Sean Mendise.

School Staff present: None

ACCEL Schools LLC present: Chad Carr, Sarah O'Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, Brittney Lester, Julia Howerton, Laura Lukich, Garrick Lukich, Brian Preseren and Lisa Vinarcik.

Sponsor representative: Joe Calinger

Financial Services: Dave Massa, Massa Financial Solutions LLC

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – October 28, 2021**

**PTCM-2021-11-01**

A motion was made by Theresa Smith, and was seconded by Jerry Hilinski, approving the minutes of October 28, 2021, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2021/2022 is 144.

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

Debbie Piazza requested board approval for a Student Activity Request.

**Student Activity Request**

**PTCM-2021-11-02**

A motion was made by Gary Coupe, and was seconded by Sean Mendise, approving the Student Activity Request, 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.

**Support Services Program Coordinator**

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

**Personnel Actions**

**PTCM-2021-11-03**

A motion was made by Sean Mendise, and was seconded by Jacqueline Grimm, 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**

Brian Preseren requested board approval for Liability Insurance.

**Liability Insurance**

**PTCM-2021-11-04**

A motion was made Jacqueline Grimm, and was seconded by Theresa Smith, approving the Liability Insurance, as presented (see attached).

All board members concurred

Motion Carried

**XII. Marketing Report**

Highlights/Activities Report was made available to the board members.

**XIII. Treasurer Report**

Dave Massa requested board approval for the October, 2021 Financial Reports. Board approval was requested for an extension of the HINKLE Filing Extension. Board approval was requested to adopt the Resolution approving Massa Financial Solutions, LLC Financial Policies and Controls Manual.

**October, 2021 Financial Reports**

**PTCM-2021-11-05**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, approving the October, 2021 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

**HINKLE Filing Extension**

**PTCM-2021-11-06**

A motion was made by Sean Mendise, and was seconded by Jerry Hilinski, approving the HINKLE Filing Extension by 60 days, as presented (see attached).

All board members concurred

Motion Carried

**Resolution Approving Massa Financial Solutions, LLC Financial Policies  
And Controls Manual**

**PTCM-2021-11-07**

A motion was made by Theresa Smith, and was seconded by Jacqueline Grimm, approving the Resolution for Massa Financial Solutions, LLC Financial Policies and Controls Manual (see attached).

All board members concurred

Motion Carried

**XIV. Superintendent Report**

Sarah O'Bryan requested board approval for Resolution approving Revised Policy 2.1310 Student Transportation, Revised Policy 4.1010 Application Process, Revised Policy 4.1040 Information Required Prior to Admission, Revised Policy 5.1070.1 Use of Face Masks/Coverings. The following Appendix were for information only: Appendix 2.1310-A Bus Driver Qualifications, Appendix 2.1310-B Bus Inspection, Appendix 2.1310-C Field Trip Permit and

Appendix 2.1310-D Pre-Trip Safety Training Verification. Sarah requested that the board members acknowledge they reviewed the October Superintendent Residency Verification Report.

**Resolution – Revised Policy 2.1310 Student Transportation**

**PTCM-2021-11-08**

A motion was made by Gary Coupe, and was seconded by Sean Mendise, approving the Resolution for Revised Policy 2.1310 Student Transportation, as presented (see attached).

All board members concurred

Motion Carried

**Resolution – Revised Policy 4.1010 Application Process**

**PTCM-2021-11-09**

A motion was made by Theresa Smith, and was seconded by Jacqueline Grimm, approving the Resolution for Revised Policy 4.1010 Application Process, as presented (see attached).

All board members concurred

Motion Carried

**Resolution – Revised Policy 4.1040 Information Required Prior to Admission**

**PTCM-2021-11-10**

A motion was made by Gary Coupe, and was seconded by Sean Mendise, approving the Resolution for Revised Policy 4.1040 Information Required Prior to Admission, as presented (see attached).

All board members concurred

Motion Carried

**Resolution – Revised Policy 5.1070.1 Use of Face Masks/Coverings**

**PTCM-2021-11-11**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, approving the Resolution for Revised Policy 5.1070.1 Use of Face Masks/Coverings, as presented (see attached).

All board members concurred

Motion Carried

**Acknowledgment of Superintendent Residency Verification Report**

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

**XV. Sponsor Update**

Joe Calinger provided board members with the monthly report.

**XVI. Public Comment**

No report.

**New Business**


No report.

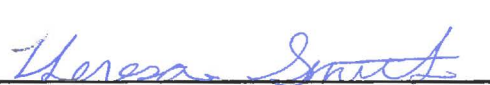
**Adjourn**

A motion was made by Theresa Smith, and was seconded by Jacqueline Grimm, to adjourn.

All board members concurred

Motion Carried: 6:15 p.m.

  
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President

  
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Secretary