

Constellation Schools: Old Brooklyn Community Elementary
Board Meeting Minutes
Thursday, December 16, 2021
Constellation Schools – Administrative Offices, Parma, Ohio

I. Roll Call

Sarah O'Bryan called the meeting to order at 6:00 p.m. with the following members present: John Noga, Jerry Bednar, Bert Butts, Leo Tischer and Michele Norman.

School Staff present: Cherie Kaiser

ACCEL Schools LLC present: Sarah O'Bryan, Mary Beth Oko, Debbie Piazza, Chrissy Garten, Brittney Lester, Jillian Lukich, Laura Lukich, Brian Preseren, Garrick Lukich and Lisa Vinarcik.

Sponsor representative: Joyce Lewis

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 – November 18, 2021

OBCE-2021-12-01

A motion was made by Jerry Bednar, and was seconded by John Noga, approving the minutes of November 18, 2021, as presented.

All board members concurred

Motion Carried

IV. Principal Report

Enrollment for school year 2021/2022 is 252.

V. Committee Reports

The LPDC December, 2021 Minutes were made available to the board members.

VI. Education Services

Education Program Coordinator

No report.

Curriculum & Instruction Program Coordinator

Chrissy Garten requested board approval for Student Placement from Baldwin Wallace – Sophomore Experience.

Student Placement from Baldwin Wallace – Sophomore Experience

OBCE-2021-12-02

A motion was made by Bert Butts, and was seconded by John Noga, approving Student Placement from Baldwin Wallace – Sophomore Experience, as presented (copy attached).

All board members concurred

Motion Carried

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. Resignations and Separations were presented as information only.

Personnel Actions

OBCE-2021-12-03

A motion was made by Jerry Bednar, and was seconded by Bert Butts, 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

No report.

XII. Marketing Report

Lisa Vinarcik requested board approval to ratify the re-enrollment form for SY 22/23.

Ratify Re-Enrollment Form for SY 22/23

OBCE-2021-12-04

A motion was made by John Noga, and was seconded by Bert Butts, approving to ratify the Re-Enrollment Form for SY 22/23, as presented (see attached).

All board members concurred

Motion Carried

XIII. Treasurer Report

Dave Massa requested board approval for the November, 2021 Financial Reports.

November, 2021 Financial Reports

OBCE-2021-12-05

A motion was made by Bert Butts, and was seconded by John Noga, approving the November, 2021 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

XIV. Superintendent Report

Sarah O'Bryan requested board approval for a Resolution approving Revised Policy 4.1010 Application Process, Revised Policy 7.7040 Student Fees, Fines and Charges, Readopt Policy 2.2140 At-Risk Policy and a Resolution Adopting Appendix 2.2140-B Parental Notification that Student is at Risk of not Graduating. Sarah requested that the board members acknowledge they reviewed the November Superintendent Residency Verification Report.

Resolution – Revised Policy 4.1010 Application Process

OBCE-2021-12-06

A motion was made by Jerry Bednar, and was seconded by Bert Butts, approving the Resolution for Revised Policy 4.1010 Application Process, as presented (see attached).

All board members concurred

Motion Carried

Resolution – Revised Policy 7.7040 Student Fees, Fines and Charges

OBCE-2021-12-07

A motion was made by Jerry Bednar, and was seconded by Bert Butts, approving the Resolution for Revised Policy 7.7040 Student Fees, Fines and Charges, as presented (see attached).

All board members concurred

Motion Carried

Resolution – Readopt Policy 2.2140 At-Risk Policy

OBCE-2021-12-08

A motion was made by Jerry Bednar, and was seconded by Bert Butts, approving the Resolution to Readopt Policy 2.2140 At-Risk Policy, as presented (see attached).

All board members concurred
Motion Carried

Resolution – Adopting Appendix 2.2140-B Parental Notification that Student is at Risk of not Graduating

OBCE-2021-12-09

A motion was made by Bert Butts, and was seconded by John Noga, approving Adopting Appendix 2.2140-B Parental Notification that Student is at Risk of not Graduating, as presented (see attached).

All board members concurred
Motion Carried

Acknowledgment of Superintendent Residency Verification Report

John Noga, Jerry Bednar and Bert Butts acknowledged they reviewed the November Superintendent Residency Verification Report.

XV. Sponsor Update

Joyce Lewis, Educational Service Center of Lake Erie West Regional Technical Assistance Educators provided the following updates per the Governing Authority Report:

Month: December, 2021

General Updates:

A highlight from this month’s update is the acknowledgement of the two annual evaluation reports that were emailed to all governing authority and school leaders during the middle of November. Each community school received an individual evaluation report which summarizes the school’s academic performance, legal compliance, financial health and sustainability, and organizational and operational performance according to the most recent data available for the 2020 – 2021 school year. The second report that was sent was the ESCLEW Annual Sponsor Report, this report includes all annual evaluations for the community schools in the ESCLEW’s portfolio. All schools are required to present the ESCLEW Annual Sponsor report to all parents of students enrolled in the community school. In order to meet this requirement, we ask that all school’s post the report on the school’s website by November 30, 2021.

As always if you have any questions for me regarding the sponsorship, please feel free to reach out to me directly.

During the November site visits I completed a general student file review. The files were marked compliant for all schools and feedback was given where warranted. During the December site visits I am going over the 11.6 goals revisions to ensure the schools are making progress towards meeting their goals.

Our Financial Consultant Linda Moye holds a monthly phone meeting with the school’s treasurer, a completed report of this meeting is emailed to all board members. At this time, there were no red flags discussed. If you have any questions regarding your school’s financials, we encourage you to reach out to your treasurer.

2021 – 2022 Governing Authority Goal (Attachment 11.6)

95% of all scheduled board meetings will have a quorum. (If a quorum is not available, the meeting will be rescheduled) (you are currently at 100%)

If the board would like to do letter C, I am more than happy to send you a copy of my schedule for when I am in the building. This would give you a great insight on how I support the schools.

1. Achieve a quorum at 11 of 12 (91%) regularly-scheduled Board meetings.
2. Members of the Board will collectively participate in at least 2 of the following activities:

- a. • Visit the school or observe a series of virtual lessons while classes are in session;
- b. • Attend a school event or participate in a virtual school event (I.e. field trip, professional development, graduation, promotion, opening convocation, motivational speaker);
- c. • Attend in person, virtually, or conference call a sponsor visit to the school;
- d. • Serve on a committee related to the school (I.e. professional development, LPDC, finance, scholarship, golf event, holiday committee);
- e. • Attend in person or virtually a regional, state, or national conference related to school choice or charter schools (I.e. National Charter School conference)
- f. • Participate in an in-person or virtual professional development focusing on supporting the needs of a charter school.

Evidence on progress of making the goals is listed above by school.

Making Progress

At 6:10 board member Leo Tischer and Board Elect board member Michele Norman joined the board meeting.

Sarah O’Bryan requested the Election of a new Board Member and the Election of a Board Secretary

Appointment of a New Board Member

OBCE-2021-12-10

A motion was made by John Noga, and was seconded by Jerry Bednar, electing Michele Norman to serve as board member for Constellation Schools: Old Brooklyn Community Elementary.

All board members concurred

Motion Carried

Appointment of Board Secretary – Michele Norman

OBCE-2021-12-11

A motion was made by John Noga, and was seconded by Leo Tischer, electing Michele Norman as Board Secretary for Constellation Schools: Old Brooklyn Community Elementary.

All board members concurred

Motion Carried

XVI. Public Comment

No report.

New Business

No report.

Adjourn

A motion was made by Bert Butts, and was seconded by John Noga, to adjourn.

All board members concurred

Motion Carried: 6:16 p.m.



 President



 Secretary