

Constellation Schools: Parma Community  
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: Bob Klinar, William Bogan, Ciara Gaspar, Jade Woodson, Todd Luecke, Eric Butler and David Kassel.

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**

**PC-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 1,168.

**Approval of Field Trip**

**PC-2021-12-02**

A motion was made by John Noga, and was seconded by Bert Butts, approving the field trip as presented.

All board members concurred

Motion Carried

**V. Committee Reports**

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

**VI. Education Services**

**Education Program Coordinator**

Debbie Piazza requested board approval for a Tutoring Request.

**Tutoring Request**

**PC-2021-12-03**

A motion was made by Jerry Bednar, and was seconded by Bert Butts, approving the Tutoring Request, as presented (copy attached).

All board members concurred

Motion Carried

**Curriculum & Instruction Program Coordinator**

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

**Student Placement from Baldwin Wallace – Sophomore Experience**

**PC-2021-12-04**

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. Brittney Lester requested board approval to ratify a Supplemental Request for a Tutor-Home Instruction.

**Ratify Supplemental Request for a Tutor – Home Instruction**

**PC-2021-12-05**

A motion was made by John Noga, and was seconded by Bert Butts, approving to ratify the Supplemental Request for a Tutor – Home Instruction, as presented (copy attached).

All board members concurred

Motion Carried

**Support Services Program Coordinator**

Jillian Lukich requested board approval for the Ohio Development Specialist Quote for Transportation.

**Ohio Development Specialist Quote for Transportation**

**PC-2021-12-06**

A motion was made by John Noga, and was seconded by Jerry Bednar, approving the Ohio Development Specialist Quote for Transportation, as presented (copy attached).

All board members concurred

Motion Carried

**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. Sarah O’Bryan requested board approval to ratify the supplemental for staff members performing additional duties.

**Personnel Actions**

**PC-2021-12-07**

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

**Ratify Supplemental for Staff Members Performing Additional School Duties**

**PC-2021-12-08**

A motion was made by John Noga, and was seconded by Bert Butts, approving to ratify the Supplemental for Staff Members Performing Additional School Duties, 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 a Position Description – Safety Monitor.

**Position Description – Safety Monitor**

**PC-2021-12-09**

A motion was made by John Noga, and was seconded by Bert Butts, approving the Position Description – Safety Monitor, as presented (copy attached).  
All board members concurred  
Motion Carried

**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**

**PC-2021-12-10**

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. Board approval was requested for a resolution to transfer property from Constellation Real Estate Holding Company to Parma Community (Snow Road).

**November, 2021 Financial Reports**

**PC-2021-12-11**

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

**Resolution to Transfer Property from Constellation Real Estate Holding Company  
To Parma Community (Snow Road)**

**PC-2021-12-12**

A motion was made by Bert Butts, and was seconded by John Noga, approving the Resolution to Transfer Property from Constellation Real Estate Holding Company to Parma Community (Snow Road), 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**

**PC-2021-12-13**

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**

**PC-2021-12-14**

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**

**PC-2021-12-15**

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**

**PC-2021-12-16**

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 Moyer 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)**

Parma: I will provide their goals once they are finalized.

**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**

**PC-2021-12-17**

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

All board members concurred

Motion Carried

**Appointment of Board Secretary – Michele Norman**

**PC-2021-12-18**

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

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.

  
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President

  
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Secretary