

Constellation Schools: Puritas Community Middle  
Special Board Meeting Minutes  
Thursday, March 30, 2023  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Sarah O'Bryan called the meeting to order at 6:02 p.m. with the following members present: Jerry Hilinski, Gary Coupe, Sean Mendise and Jacqueline Grimm. Absent: Diane Longstreth.

School staff present: None

ACCEL Schools LLC present: Sarah O'Bryan

Sponsor representative: None

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – January 19, 2023**

**PTCM-2023-03-01**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, approving the minutes of January 19, 2023, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2022/2023 is 121.

**Approval of Field Trips**

**PTCM-2023-03-02**

A motion was made by Jacqueline Grimm, and was seconded by Gary Coupe, approving the field trips, as presented.

All board members concurred.

Motion Carried

**V. Committee Reports**

The LPDC February 1, 2023 Agenda/Minutes was made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Sarah O'Bryan requested board approval for Supplemental Requests. Board approval was requested for the 2023/2024 School Calendar.

**Supplemental Request**

**PTCM-2023-03-03**

A motion was made by Jacqueline Grimm, and was seconded by Jerry Hilinski, approving the Supplemental Requests, as presented (see attached).

All board members concurred.

Motion Carried

**2023/2024 School Calendar**

**PTCM-2023-03-04**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, approving the 2023/2024 School Calendar, 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.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O'Bryan requested board approval for Personnel Actions for the 2022-2023 School Year. Board approval was requested for Employment Contracts for School Year 2023/2024. Board approval was requested to ratify the Renewal Agreement with DocuSign.

**Personnel Actions for the 2022/2023 School Year**

**PTCM-2023-03-05**

A motion was made by Jacqueline Grimm, and was seconded by Gary Coupe, approving the Personnel Actions for the 2022/2023 school year, as presented (see attached).

All board members concurred.

Motion Carried

**Employment Contracts for SY 2023/2024**

**PTCM-2023-03-06**

A motion was made by Jerry Hilinski, and was seconded by Gary Coupe, approving the Employment Contracts for SY 2023/2024, as presented (see attached).

All board members concurred.

Motion Carried

**Ratify Renewal Agreement with DocuSign**

**PTCM-2023-03-07**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, approving to Ratify the Renewal Agreement with DocuSign, 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**

Sarah O'Bryan gave an update on the new website for Constellation Schools.

**XIII. Treasurer Report**

Sarah O'Bryan requested board approval for the January, 2023 and February, 2023 Financial Reports.

**January, 2023 Financial Report**

**PTCM-2023-03-08**

A motion was made by Sean Mendise, and was seconded by Jacqueline Grimm, approving the January, 2023 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

**February, 2023 Financial Report**

**PTCM-2023-03-09**

A motion was made by Sean Mendise, and was seconded by Jacqueline Grimm, approving the February, 2023 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

**XIV. Superintendent Report**

Sarah O'Bryan requested that the board members acknowledge they reviewed the February 2023 and March 2023, Superintendent Residency Verification Report. Board approval was requested to Readopt Policy 2.1190.1 Parent and Family Engagement in Title I Programs. Board Approval was requested for Revised Policy 2.2120 Career Advising and Student Success Plans. Board approval was requested for New Policy 5.2350 Child Sexual Abuse and Violence Prevention. Board Approval was requested to Rescind Policy 7.8130 Credit Cards. Board approval was requested for Appendix 5.2290-B Ohio Model Threat Assessment Requirement. Board approval was requested to ratify approval of the Kaleidoscope Education Solutions Agreement.

**Acknowledgment of Superintendent Residency Verification Report for February, 2023 and March, 2023**

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

**Readopt Policy 2.1190.1 Parent and Family Engagement in Title I Programs**

**PTCM-2023-03-10**

A motion was made by Sean Mendise, and was seconded by Jerry Hilinski, to Readopt Policy 2.1190.1 Parent and Family Engagement in Title I Programs, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 2.2120 Career Advising and Student Success Plans**

**PTCM-2023-03-11**

A motion was made by Gary Coupe, and was seconded by Sean Mendise, approving Revised Policy 2.2120 Career Advising and Student Success Plans, as presented (see attached).

All board members concurred.

Motion Carried

**New Policy 5.2350 Child Sexual Abuse and Violence Prevention**

**PTCM-2023-03-12**

A motion was made by Jacqueline Grimm, and was seconded by Sean Mendise, approving the New Policy 5.2350 Child Sexual Abuse and Violence Prevention, as presented (see attached).

All board members concurred.

Motion Carried

**Rescind Policy 7.8130 Credit Cards**

**PTCM-2023-03-13**

A motion was made by Jerry Hilinski, and was seconded by Sean Mendise, approving to Rescind Policy 7.8130 Credit Cards, as presented.

All board members concurred.

Motion Carried

**Appendix 5.2290-B Ohio Model Threat Assessment Requirement**

**PTCM-2023-03-14**

A motion was made by Sean Mendise, and was seconded by Jacqueline Grimm, approving Appendix 5.2290-B Ohio Model Threat Assessment Requirement, as presented (see attached).

All board members concurred.

Motion Carried

**Ratify Kaleidoscope Education Solutions Agreement**

**PTCM-2023-03-15**

A motion was made by Jacqueline Grimm, and was seconded by Sean Mendise, approving Ratifying the Kaleidoscope Education Solutions Agreement, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

Board members received the monthly board report.

**XVI. Public Comment**

No report.

**New Business**

No report.

**Adjourn**

A motion was made by Sean Mendise, and was seconded by Gary Coupe, to adjourn.

All board members concurred.

Motion Carried 6:15 p.m.

  
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President

  
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Secretary