

Constellation Schools: Elyria Community  
Board Meeting Minutes  
Thursday, September 21, 2023  
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

**I. Roll Call**

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

School staff present: None

ACCEL Schools LLC present: Chad Carr, Sarah O'Bryan, Debbie Piazza, Kate Craft, Lisa Vinarcik, Garrick Lukich, and Brian Preseren.

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 – August 17, 2023**

**EC-2023-09-01**

A motion was made by Leo Tischer, and was seconded by John Noga, approving the minutes of August 17, 2023, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2023/2024 is 413.

**V. Committee Reports**

LPDC September 13, 2023, agenda/minutes were made available to board members.

**VI. Education Services**

**Education Program Coordinator**

No report.

**Curriculum & Instruction Program Coordinator**

No report.

**VII. Student Services**

**Special Education Program Coordinator**

Special Education Numbers for September 2023 were made available to board members.

**School Nurse Program Coordinator**

The Nursing Services Report was made available to board members.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O'Bryan requested board approval to ratify a Personnel Action for 2023-2024.

**Ratify Personnel Action for 2023-2024**

**EC-2023-09-02**

A motion was made by Leo Tischer, and was seconded by John Noga, approving ratifying the Personnel Action for the 2023-2024 school year, 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 that the board members acknowledge that they reviewed the board policies on School Health and Safety.

**Acknowledgment of Board Policies on School Health and Safety**

John Noga, Leo Tischer, Bert Butts, and Michele Norman acknowledged they reviewed the Board Policies on School Health and Safety.

**XII. Marketing Report**

No report.

**XIII. Treasurer Report**

Dave Mass requested board approval for the August 2023 Financial Report.

**August 2023 Financial Report**

**EC-2023-09-03**

A motion was made by Bert Butts, and was seconded by John Noga, approving the August 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 September 2023, Superintendent Residency Verification Report. Board approval was requested ratifying the Maxim Healthcare Services Staffing Agreement. Board approval was requested for the Educational Service Center of Lorain County Service Agreement.

**Acknowledgment of Superintendent Residency Verification Report for September 2023**

John Noga, Leo Tischer, Bert Butts, and Michele Norman reviewed the September 2023 Superintendent Residency Verification Reports.

**Maxim HealthCare Services Staffing Agreement**

**EC-2023-09-04**

A motion was made by Michele Norman, and was seconded by John Noga, approving to ratify the Maxim Healthcare Services staffing Agreement, as presented (see attached).

All board members concurred.

Motion Carried

**Educational Service Center of Lorain County Service Agreement**

**EC-2023-09-05**

A motion was made by Leo Tischer, and was seconded by Michele Norman, approving the Educational Service Center of Lorain County Service Agreement, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

As a reminder, our office issued guidance regarding a board-adopted plan for virtual make-up days due November 1st and open meetings and public records training with the Attorney General or Auditor of State due April 30, 2024. In order to be in compliance with the law, we are asking our boards and required school and management representatives to complete the Attorney General or Auditor of State training by our internal deadline of April 30, 2024.

Special Education Highlight: The Ohio Department of Education recently released updated Operating Standards for the Education of Children with Disabilities. All changes are effective July 1, 2023. A list of the updated changes are linked [here](#).

September site visit highlights include:

- a building walkthrough with a focus on health and safety
- a review of monthly emergency drill requirements
- a review of the school’s climate and culture including PBIS and discipline
- testing and instructional calendar compliance review
- a review of the new Performance Framework (11.6) Rubric
- staff training for state assessment requirements
- Dyslexia law rollout, including multidisciplinary teams and screener planning.

At the October site visits, we will conduct classroom observations with a focus on climate and culture.

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.

<b>School Governance Performance Targets and Metrics</b>					
<b>Measure Domain</b>	<b>Assessment</b>	<b>Exceeds the Standard (6 points)</b>	<b>Meets the Standard (4 points)</b>	<b>Approaches the Standard (2 points)</b>	<b>Falls Below the Standard (0 points)</b>
School Governance	Board Engagement	100% of board members attend two (2) or more school visits or school-sponsored events	100% of board members attend at least one (1) school visit or school-sponsored event	At least one board member attends at least one (1) school visit or school-sponsored event	Zero (0) board members attend a school visit or school-sponsored event
<b>Evidence: Not started</b>					
School Governance	Required Number of Regular Board Meetings		Six (6) Meetings held per year	Five (5) meetings held per year	Four (4) or fewer meetings held per year
<b>Evidence: In compliance</b>					
School Governance	Required Number of Board Members		Five (5) or more sponsor approved board members for all meetings		Fewer than five (5) sponsor approved board members for one (1) or more meetings
<b>Evidence: In Compliance</b>					

School Governance	Proper Meeting Notice		Timely public notice for all meetings, reschedules, and cancellations	Timely public notice not provided for one (1) meeting, reschedule, or cancellation	Timely public notice not provided for two (2) or more meetings, reschedules, or cancellations
<b>Evidence:</b> In compliance					
School Governance	Required Board Member Training		Completion of Open Meetings and Public Records for 100% of board members	Completion of Open Meetings and Public Records for 80-99% of board members	Completion of Open Meetings and Public Records for less than 80% of board members
<b>Evidence:</b> Not started					
School Governance	Board Member Attendance	Overall member attendance is >90%	Overall member attendance is between 80-90%	Overall member attendance is between 70-79%	Overall member attendance is <70%
<b>Evidence:</b> Attendance will be tracked beginning in November.					

Joyce Lewis will be sending invites for a site visit.

**XVI. Public Comment**

No report.

**New Business**

No report.

**Adjourn**

A motion was made by Leo Tischer, and was seconded by John Noga, to adjourn.

All board members concurred.

Motion Carried 6:21 p.m.

  
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President

  
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Secretary