

Constellation Schools: Parma Community
Board Meeting Minutes
Thursday, October 19, 2023
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

I. Roll Call

Sarah O’Bryan called the meeting to order at 6:01 p.m. with the following members present: John Noga, Bert Butts, and Jerry Bednar. Absent: Leo Tischer and Michele Norman.

School staff present: Kristina Scott, Martin Beckman, Todd Luecke, Eric Butler, and David Kassel.

ACCEL Schools LLC present: Sarah O’Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, 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 – September 19, 2023

PC-2023-10-01

A motion was made by John Noga, and was seconded by Jerry Bednar, approving the minutes of September 19, 2023, as presented.

All board members concurred.

Motion Carried

David Kassel, Assistant Principal at the Intermediate School, shared a presentation with board members highlighting Achievement, Staff and Student Culture, Customer Service, Enrollment and Events at the School.

IV. Principal Report

Enrollment for school year 2023/2024 is 1,277.

Acceptance of Donations

PC-2023-10-02

A motion was made by Bert Butts, and was seconded by John Noga, accepting the donations, as presented.

All board members concurred.

Motion Carried

Approval of Field Trips

PC-2023-10-03

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

All board members concurred.

Motion Carried

V. Committee Reports

No report.

VI. Education Services

Education Program Coordinator

Debbie Piazza requested board adoption of the resolution for the Plan for Completion of Make-Up Days Via Web Access.

Resolution – Plan for Completion of Make-Up Days Via Web Access

PC-2023-10-04

A motion was made by Bert Butts, and was seconded by John Noga, adopting the resolution for the Plan for Completion of Make-Up Days Via Web Access, as presented (see attached).

All board members concurred.

Motion Carried

Curriculum & Instruction Program Coordinator

Christine Garten requested board approval for the Reading Improvement Plan. Board approval was requested for a Student Teacher Placement from Baldwin Wallace College.

Reading Improvement Plan

PC-2023-10-05

A motion was made by John Noga, and was seconded by Jerry Bednar, approving the Reading Improvement Plan, as presented (see attached).

All board members concurred.

Motion Carried

Student Teacher Placement

PC-2023-10-06

A motion was made by Bert Butts, and was seconded by John Noga, approving the Student Teacher Placement from Baldwin Wallace College, as presented.

All board members concurred.

Motion Carried

VII. Student Services

Special Education Program Coordinator

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

School Nurse Program Coordinator

No report.

VIII. Technology Report

No report.

IX. Human Resources Report

Sarah O'Bryan requested board members to ratify the Personnel Actions. Resignations and Separations were made available as information only.

Ratify Personnel Actions

PC-2023-10-07

A motion was made by Jerry Bednar, and was seconded by John Noga, approving ratifying 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 for the 2022-2023 Annual Report. Board members were requested to review and acknowledge the Racial Balance Assessment.

2022-2023 Annual Report

PC-2023-10-08

A motion was made by Bert Butts, and was seconded by Jerry Bednar, approving the 2022-2023 Annual Report, as presented (see attached).

All board members concurred.

Motion Carried

Acknowledgment of Racial Balance Assessment

John Noga, Jerry Bednar, and Bert Butts acknowledged they reviewed the Racial Balance Assessment.

XIII. Treasurer Report

Dave Mass requested board approval for the September 2023 Financial Report. Board approval was requested for the FY 2024 Five Year Forecasts (Resolution) and the FY 2024 Annual Budgets and Revised FY 2024 ODE Formatted Budgets (Resolution)

September 2023 Financial Report

PC-2023-10-09

A motion was made by Bert Butts, and was seconded by John Noga, approving the September 2023 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

Resolution - FY2024 Five Year Forecast

PC-2023-10-10

A motion was made by John Noga, and was seconded by Jerry Bednar, adopting the Resolution approving the FY 2024 Five Year Forecast (see attached).

All board members concurred.

Motion Carried

Resolution – Revised 2024 Annual Budget and Revised 2024 Annual Budget in ODE Format

PC-2023-10-11

A motion was made by Jerry Bednar, and was seconded by John Noga, adopting the resolution approving the Revised 2024 Annual Budget and Revised 2024 Annual Budget in ODE Format, 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 October 2023, Superintendent Residency Verification Report.

Acknowledgment of Superintendent Residency Verification Report for October 2023

John Noga, Jerry Bednar, and Bert Butts acknowledged they reviewed the October 2023 Superintendent Residency Verification Report.

XV. Sponsor Update

As a reminder the open meetings and public records training with the Attorney General or Auditor of State is 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.

Kurt Aey, the director of ESCLEW Community Schools sent an email containing the school's Annual Performance Report. The report 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 year in review. You will also see within this report how your school has performed as compared to previous years in the current term of the contract. The Annual Performance Report also provides an overview of your school’s enrollment demographics for the 2022-2023 school year.

The ESC of Lake Erie West is committed to promoting high-quality education for public school students in Ohio. This Annual Performance Report is produced in order to:

1. Provide timely information to the community school on its performance relative to the standards and expectations established by applicable federal and state law and the charter contract.
2. Identify the school’s strengths and any areas needing improvement.
3. Provide information that enables the community and the public to understand the school’s performance, including its fulfillment of public obligations.

September site visit highlights included:

- 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.

School Governance Performance Targets and Metrics					
Measure Domain	Assessment	Exceeds the Standard (6 points)	Meets the Standard (4 points)	Approaches the Standard (2 points)	Falls Below the Standard (0 points)
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
Evidence: EC: 2/5 board members attended one site visit with RTAE					
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
Evidence: In compliance					
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
Evidence: In Compliance					
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

Evidence: 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
Evidence: 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%
Evidence: Attendance will be tracked beginning in November.					

XVI. Old Business

Sarah O'Bryan, Superintendent, responded to Public Comments from the September 21, 2023, Board Meeting.

- A. RE: Notification/communication of potential threat
 - i. The school coordinated with local authorities in the evening and early morning hours and determined the threat was isolated. All potentially impacted parties were notified.
- B. RE: Modification to the Dress Code Policy
 - ii. The request to modify the Dress Code Policy was received. The school will not be making modifications to the policy at this time.
- C. Re: Metal Detectors in Schools
 - iii. The school engaged a vendor last spring to implement a weapons detection system at the secondary campus which we anticipate being installed in the next 30-60 days.

XVII. Public Comment

No report.

XVIII. New Business

Sarah O'Bryan will be putting a small presentation together on the components of the School State Report Card to share with board members.

Adjourn

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

All board members concurred.

Motion Carried 6:55 p.m.



President



Secretary