

Constellation Schools: Madison Community Elementary
Board Meeting Minutes
Thursday, November 16, 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: Charles Ledger, Donna Stelter, Rodney Spencer, Thomas Bonner. Bogusia Chmielewski arrived at 6:04 p.m.

School staff present: Yolanda Rodriguez & Cesar Cuevas

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: None

II. Adoption of Agenda

The agenda was adopted as presented.

III. Approval of Minutes

Approval of Minutes – October 19, 2023

MDCE-2023-11-01

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the minutes of October 19, 2023, as presented.

All board members concurred.

Motion Carried

IV. Principal Report

Enrollment for school year 2023/2024 is 197.

V. Committee Reports

The LPDC November 15, 2023, Agenda/Minutes were made available to the 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 November 2023 were made available to the board members.

School Nurse Program Coordinator

The Nursing Service Report was made available to the board members. Julia Howerton requested board approval for the Principal and Assistant Principal to be the designated individual for implementation of Seizure Actions Plans.

Implementation of Seizure Action Plan Designated Employee

MDCE-2023-11-02

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Principal and Assistant Principal to be the designated individual for implementation of Seizure Action Plans, as presented.

All board members concurred.

Motion Carried

VIII. Technology Report

No report.

IX. Human Resources Report

Sarah O'Bryan requested board approval for Supplemental Requests/Stipends.

Supplemental Requests/Stipends

MDCE-2023-11-03

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Supplemental Requests/Stipends, 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 revision of the 2022-2023 Annual Report.

Revisions to the 2022-2023 Annual Report

MDCE-2023-11-04

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving ratifying the revisions on the 2022-2023 Annual Report, as presented (see attached).

All board members concurred.

Motion Carried

XIII. Treasurer Report

Sarah O'Bryan requested board approval for the October 2023 Financial Report.

October 2023 Financial Report

MDCE-2023-11-05

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the October 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 November 2023, Superintendent Residency Verification Report. Board approval was requested to ratify the ProCare Addendum A Client Assignment Confirmation. Board approval was requested to ratify the FIT Technologies Revised Cat2 e-Rate Agreement. Board approval was requested for the Fall Contract Modifications with the Educational Service Center of Lake Erie West. Board approval was requested to review and re-adopt policy 2.2040.4 Student Assessment and Academic Prevention/Intervention Services. Board approval was requested to ratify the AMP Tutoring Agreement.

Acknowledgment of Superintendent Residency Verification Report for November 2023

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer and Thomas Bonner acknowledged they reviewed the November 2023 Superintendent Residency Verification Report.

Ratify ProCare Addendum A Client Assignment Confirmation

MDCE-2023-11-06

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving ratifying the ProCare Addendum A Client Assignment Confirmation, as presented (see attached).

All board members concurred.

Motion Carried

Ratify FIT Technologies Revised Cat2 e-Rate Agreement

MDCE-2023-11-07

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving ratifying the FIT Technologies Revised Cat2 e-Rate Agreement, as presented (see attached).

All board members concurred.

Motion Carried

Resolution – Fall Contract Modification #8 with the Educational Service Center of Lake Erie West

MDCE-2023-11-08

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Fall Contract Modification #8 with the Educational Service Center of Lake Erie West, as presented (see attached).

All board members concurred.

Motion Carried

Annual Review and Re-Adopt Policy 2.2040.4 Student Assessment and Academic Prevention/Intervention Services

MDCE-2023-11-09

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the annual review and re-adopting of Policy 2.2040.4 Student Assessment and Academic Prevention/Intervention Services, as presented (see attached).

All board members concurred.

Motion Carried

Ratify AMP Tutoring Agreement

MDCE-2023-11-10

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving to ratify the AMP Tutoring Agreement, as presented (see attached).

All board members concurred.

Motion Carried

XV. Sponsor Update

- Temporary Restraining order update: After issuing a temporary restraining order (TRO) to block the Ohio Department of Education transition, a Franklin County judge approved the dissolution of the TRO allowing the transfer of the state education board’s powers to shift to a governor-appointed individual.
- You should have received an email from Kurt Aey regarding the fall contract modifications. The Fall 2023 Community School Contract Modification updates reflect recent changes in the law, as well as updates to the performance framework to reflect the current school year and changes to state report cards. The original signed modification must be received no later than **January 31, 2024**. We are also requiring a copy of the signed modification and resolution approving the modification be uploaded into Epicenter. If the school uses a secure electronic document signature system to sign the modification, there is no need to mail it via post. The modification will be effective when the ESCLEW Superintendent signs it, unless indicated otherwise in the modification terms. If you have any questions, please reach out to Kurt Aey.

During the November site visits we reviewed the progress on the 11.6 goals discussed the climate and culture of the building and discussed the progression of PBIS.

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: Evidence: Not Started					

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: Board meetings were held in the following months: July August September October					
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: They currently have 5 board members					
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 informed board members that starting with the January 2024 board meeting, breakout sessions will be held with their school to discuss achievement, staff and student culture, customer service, enrollment, and events at the school.

XVII. Public Comment

No report.

XVIII. New Business

No report.

Adjourn

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, to adjourn. All board members concurred.

Motion Carried 6:50 p.m.

C. Z. Lopez
President

Donna Stelter
Secretary