

Constellation Schools: Old Brooklyn 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: John Noga, Bert Butts, Jerry Bednar, Leo Tischer and Michele Norman.

School staff present: Cherie Kaiser

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**

**OBCE-2023-11-01**

A motion was made by Jerry Bednar, and was seconded by John Noga, 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 333.

**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**

**OBCE-2023-11-02**

A motion was made by Michele Norman, and was seconded by Leo Tischer, 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 to ratify the Personnel Actions. Resignations and Separations were for information only. Board approval was requested for Supplemental Requests/Stipends. Board approval was requested for bonus payments.

**Ratify Personnel Action**

**OBCE-2023-11-03**

A motion was made by Bert Butts, and was seconded by John Noga, approving ratifying the Personnel Action, as presented (see attached)  
All board members concurred.  
Motion Carried

**Supplemental Requests/Stipends**

**OBCE-2023-11-04**

A motion was made by Jerry Bednar, and was seconded by Leo Tischer, 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**

**OBCE-2023-11-05**

A motion was made by Jerry Bednar, and was seconded by Michele Norman, 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**

**OBCE-2023-11-06**

A motion was made by John Noga, and was seconded by Jerry Bednar, 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 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.

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

John Noga, Jerry Bednar, Bert Butts, Michele Norman, and Leo Tischer acknowledged they reviewed the November 2023 Superintendent Residency Verification Report.

**Ratify FIT Technologies Revised Cat2 e-Rate Agreement**

**OBCE-2023-11-07**

A motion was made by Bert Butts, and was seconded by Leo Tischer, approving to ratify the FIT Technologies Revised Cat2 e-Rate Agreement, as presented (see attached).  
All board members concurred.  
Motion Carried

**Resolution – Fall Contract Modification #15 with the Educational Service Center of Lake Erie West**

**OBCE-2023-11-08**

A motion was made by Jerry Bednar, and was seconded by John Noga, approving the Fall Contract Modification #15 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**

**OBCE-2023-11-09**

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

**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.

<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:</b>					
<b>Evidence:</b>					
<b>OBCE: 1/5 board members attended one site visit with RTAE</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:</b>					
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
<b>Evidence:</b> 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
<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.					

**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 Jerry Bednar, and was seconded by John Noga, to adjourn.

All board members concurred.

Motion Carried 6:50 p.m.

  
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President

  
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Secretary