

Constellation Schools: Old Brooklyn Community Elementary  
Board Meeting Minutes  
Thursday, September 19, 2024  
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

**I. Roll Call**

Sarah O’Bryan called the meeting to order at 6:02 p.m. with the following members present: John Noga, Bert Butts, and Leo Tischer. Absent Jerry Bednar

School staff present: None

ACCEL Schools LLC Present: Sarah O’Bryan, Chad Carr, Mary Beth Oko, Christine Garten, Kate Craft, Julia Howerton, Lisa Vinarcik 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 – August 15, 2024**

**OBCE-2024-09-01**

A motion was made by Leo Tischer, and was seconded by John Noga, approving the minutes of August 15, 2024, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2024/2025 - 365.

**V. Committee Reports**

LPDC September 11, 2024, 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**

The Special Education Numbers for September 2024 were made available to the board members.

**School Nurse Program Coordinator**

The School Nurse Report for September 2024 was made available to the board members.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O’Bryan requested board approval for Personnel Requests.

**Personnel Request**

**OBCE-2024-09-02**

A motion was made by Leo Tischer, and was seconded by Bert Butts, approving the Personnel Requests, 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**

No report.

**XIII. Treasurer Report**

Sarah O’Bryan requested board approval for the August 2024 Financial Report.

**August 2024 Financial Report**

**OBCE-2024-09-03**

A motion was made by Leo Tischer, and was seconded by John Noga, approving the August 2024 Financial Report, as presented (see attached).  
All board members concurred.  
Motion Carried

**XIV. Superintendent Report**

Sarah O’Bryan requested board approval for the Updated Education Plans for Educational Service Center of Lake Erie West. Board approval was requested to adopt a Resolution to Re-Apply for Renewal of Community School Sponsorship Application with ESC of Lake Erie West. Board approval was requested for the Clinic Aide Job Description. Board approval was requested for the In-School Intervention (ISI) Monitor Job Description. Board approval was requested to Re-Adopt Policy 2.2040.6 Student Assessment and Academic Prevention Intervention Services. Board approval was requested for the Technology Services Fee Agreement

**Update Education Plans for ESC of Lake Erie West**

**OBCE-2024-09-04**

A motion was made by Leo Tischer, and was seconded by John Noga, approving the Updated Education Plans for ESC of Lake Erie West, as presented (see attached).  
All board members concurred.  
Motion Carried

**Resolution- Re-Apply for Renewal of Community School Sponsorship Application  
With ESC of Lake Erie West**

**OBCE-2024-09-05**

A motion was made by Bert Butts, and was seconded by John Noga, adopting the Resolution to Re-Apply for Renewal of Community School Sponsorship Application with ESC of Lake Erie West, as presented (see attached).  
All board members concurred.  
Motion Carried

**Clinic Aide Job Description**

**OBCE-2024-09-06**

A motion was made by Leo Tischer, and was seconded by John Noga, approving the Clinic Aide Job Description, as presented (see attached).  
All board members concurred.  
Motion Carried

**In-School Intervention (ISI) Monitor Job Description**

**OBCE-2024-09-07**

A motion was made by Bert Butts and was seconded by Leo Tischer, approving the In-School Intervention (ISI) Monitor Job Description, as presented (see attached).  
All board members concurred.  
Motion Carried

**Re-Adopt Policy 2.2040.6 Student Assessment and Academic Prevention Intervention Services**

**OBCE-2024-09-08**

A motion was made by Bert Butts and was seconded by John Noga, re-adopting Policy 2.20430.6 Student Assessment and Academic Prevention Intervention Services, as presented (see attached).

All board members concurred.  
Motion Carried

**Technology Services Fee Agreement**

**OBCE-2024-09-09**

A motion was made John Noga and was seconded by Leo Tischer, approving the Technology Services Fee Agreement, as presented (see attached).

All board members concurred.  
Motion Carried

**XV. Sponsor Update**

Month: September

Governing Authority Highlights/Important updates from ESCLEW	<ul style="list-style-type: none"> <li>September is Attendance Awareness Month. Schools are encouraged to participate in spirit week activities to boost excitement and promote regular attendance. Check out the spirit week flyer for details.</li> <li>Budget and forecast Submission</li> </ul> <p>The board-approved Community School Annual Budget and Five-Year Forecast are due in Epicenter by the end of October for ESCLEW review before submission to ODEW.</p>
Recent Site Visit Highlights	OBCE: Although they are still down a couple of teachers, Ms. Kaiser mentioned They have a strong cohesive staff for the start of the school year.
Financial Updates	The ESCLEW Community Schools Financial Consultant held a monthly meeting with the school’s treasurer, a completed report was emailed following the meeting. If you have any concerns with your school’s financials, please contact your school’s treasurer.

**School Governance Performance Targets and Metrics**

Measure Domain	Assessment	Exceeds the Standard (6 points)	Meets the Standard (4 points)	Approaches the Standards (2 points)	Falls Below the Standards (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:					
John Jerry Bert Leo					
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: July					

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: July - 4 August - 4					
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: Jon Jerry Bert Leo					
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: July 4/4 August 4/4					

**XVI. Old Business**

No report.

**XVII. Public Comment**

No report.

**XVIII. New Business**

No report.

**Adjourn**

A motion was made by Bert Butts and was seconded by Leo Tischer, to adjourn.

All board members concurred.

Motion Carried 6:15 p.m.

  
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 President

  
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 Secretary