

Constellation Schools: Parma Community  
Board Meeting Minutes  
Thursday, October 17, 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, Jerry Bednar, and Bert Butts. Absent Leo Tischer

School staff present: Bob Klinar, Kristina Scott, Todd Luecke, Eric Butler, and Andrea Rosewell.

ACCEL Schools LLC Present: Sarah O’Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, Kate Craft, Lisa Vinarcik and Brian Preseren.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – September 19, 2024**

**PC-2024-10-01**

A motion was made by Jerry Bednar, and was seconded by John Noga, approving the minutes of September 19, 2024, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2024/2025 – 1,265.

**Field Trips**

**PC-2024-10-02**

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

All board members concurred.

Motion Carried

**Submission of Grants**

**PC-2024-10-03**

A motion was made by Jerry Bednar, and was seconded by John Noga, approving the submission of grants, as presented.

All board members concurred.

Motion Carried

**V. Committee Reports**

No report.

**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.

Kate Craft requested board members review and acknowledge the Special Education Model Policies and Procedures.

**Acknowledgement of the Special Education Model Policies and Procedures.**

John Noga, Jerry Bednar, and Bert Butts acknowledged they reviewed the Special Education Model Policies and Procedures.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O'Bryan requested board approval for the Personnel Request.

**Personnel Request**

**PC-2024-10-04**

A motion was made by Jerry Bednar, and was seconded by John Noga, approving the Personnel Request, 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 the board members review and acknowledge the Health and Wellness Policies.

**Acknowledgement of the Health and Wellness Policies.**

John Noga, Jerry Bednar, and Bert Butts acknowledged they reviewed the Health and Wellness Policies – Brief Overview

Policy 5.1140 Head Lice Infestation Procedure

Policy 5.1240 Automated External Defibrillators

Policy 5.1240.1 AED and CPR Training

Policy 5.2320 Student Suicide

Policy 5.2070 Weapons on School Property, In School Vehicle or at a School Sponsored Event

Policy 5.3300 Prevention of Lead Poisoning

Policy 5.4040 Peanut or Other Food Allergies

**XII. Marketing Report**

Lisa Vinarcik requested board approval for Draft Copy of 2023-2024 Annual Reports as presented. Board Acknowledges that final copy of the 2023-2024 Annual Reports must be published and submitted on or before October 31, 2024. Any modifications to the Annual Reports will be ratified at the November 2024 board meeting. Lisa Vinarcik requested that the board members review and acknowledge the Racial Balance Assessment.

**Draft Copy of 2023-2024 Annual Report**

**PC-2024-10-05**

A motion was made by Bert Butts, and was seconded by Jerry Bednar, approving the Draft Copy of 2023-2024 Annual Reports as presented. Board Acknowledges that final copy of the 2023-2024 Annual Reports must be published and submitted on or before October 31, 2024. Any modifications to the Annual Reports will be ratified at the November 2024 board meeting, as presented (see attached).

All board members concurred.

Motion Carried

**Acknowledgement of the Racial Balance Assessment**

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

**XIII. Treasurer Report**

Dave Massa requested board approval for the September 2024 Financial Report. Board approval was requested for the FY2025 Five Year Forecasts (Resolution) and the FY2025 Annual Budget and Revised FY 2024 ODE Formatted Budget.

**September 2024 Financial Report**

**PC-2024-10-06**

A motion was made by John Noga, and was seconded by Bert Butts, approving the September 2024 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

**Resolution - FY2025 Five Year Forecast**

**PC-2024-10-07**

A motion was made by John Noga, and was seconded by Jerry Bednar, adopting the Resolution approving the FY 2025 Five Year Forecast (see attached).

All board members concurred.

Motion Carried

**Resolution – Revised 2025 Annual Budget and Revised 2025**

**PC-2024-10-08**

**Annual Budget in ODE Format**

A motion was made by John Noga, and was seconded by Jerry Bednar, adopting the resolution approving the Revised 2025 Annual Budget and Revised 2025 Annual Budget in ODE Format, as presented (see attached).

All board members concurred.

Motion Carried

**XIV. Superintendent Report**

No report.

**XV. Sponsor Update**

Month: October

<p>Governing Authority Highlights/Important updates from ESCLEW</p>	<p>ESCLEW is finalizing updates to the Performance Accountability Framework (Contract Attachment 11.6), and the revised template will be sent to schools, management companies, and boards in October, however the school governance goals remain unchanged, focusing on:</p> <ul style="list-style-type: none"> <li>● Board Engagement</li> <li>● Required Number of Regular Board Meetings</li> <li>● Required Number of Board Members</li> <li>● Proper Meeting Notice</li> <li>● Required Board Member Training</li> <li>● Board Member Attendance</li> </ul>
<p>Recent Site Visit Highlights</p>	<p>During the observations, both teachers demonstrated strong classroom management and created engaging, positive learning environments. In each classroom, students were consistently on task and actively participated, whether through guided practice, responding to questions, or engaging in hands-on activities like sorting on the smart TV. Transitions between activities were smooth, supported by effective attention-getting techniques and clear routines. Both teachers reinforced positive behavior through praise, rewards like dojo bucks, and celebrating student successes.</p>
<p>Financial Updates</p>	<p>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.</p>

**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	<b>Overall member attendance is &gt;90%</b>	Overall member attendance is between 80-90%	Overall member attendance is between 70-79%	<b>Overall member attendance is &lt;70%</b>
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 John Noga, to adjourn.

All board members concurred.

Motion Carried 6:37 p.m.

  
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President

  
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Secretary