

Constellation Schools: Puritas Community Middle  
Board Meeting Minutes  
Thursday, March 20, 2025  
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

**I. Roll Call**

Sarah O'Bryan called the meeting to order at 6:00 p.m. with the following members present: Linda Dillon, Gary Coupe, Beverly Nissel, Robert Dollinger and Peggy Coy.

School staff present: Vickie Marshall

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

Sponsor representative: Joe Calinger

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – January 23, 2025**

**PTCM-2025-03-01**

A motion was made by Beverly Nissel, and was seconded by Gary Coupe, approving the minutes of January 23, 2025, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2024/2025 – 94.

Re-Enrollment for school year 2025/2026 – 56.

**Approval of Field Trips**

**PTCM-2025-03-02**

A motion was made by Gary Coupe, and was seconded by Robert Dollinger, approving the Field Trips, as presented.

All board members concurred.

Motion Carried

**V. Committee Reports**

The LPDC February 2025 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**

The Special Education Numbers for March 2025 were made available to the board members.

**School Nurse Program Coordinator**

The School Nurse Report for March 2025 was made available to the board members.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O'Bryan requested board approval for Stipends. Board approval was requested for the Transition of Employer of Record 2025/2026 SY (Summary & Sample Employment Agreement attached).

**Stipends**

**PTCM-2025-03-03**

A motion was made by Gary Coupe, and was seconded by Robert Dollinger, approving the Stipends Requests, as presented (see attached).  
All board members concurred.  
Motion Carried

**Transition of Employer of Record 2025/2026 SY**

**PTCM-2025-03-04**

A motion was made by Gary Coupe, and was seconded by Robert Dollinger, approving the Transition of Employer of Records for the 2025/2026 School Year, 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 January and February 2025 Financial Reports. Board approval was requested for Massa Financial Solutions, LLC – Financial Policies and Controls Manual v. 2025.

**January & February 2025 Financial Reports**

**PTCM-2025-03-05**

A motion was made by Gary Coupe, and was seconded by Linda Dillon, approving the January & February 2025 Financial Reports, as presented (see attached).  
All board members concurred.  
Motion Carried

**Massa Financial Solutions, LLC – Financial Policies and Controls Manual v. 2025**

**PTCM-2025-03-06**

A motion was made by Gary Coupe, and was seconded by Linda Dillon, approving the Massa Financial Solutions, LLC – Financial Policies and Controls Manual v. 2025, as presented (see attached).  
All board members concurred.  
Motion Carried

**XIV. Superintendent Report**

Sarah O'Bryan requested board approval for Revised Policy 2.1190.4 Parent Review of Instructional Materials. Board approval was requested for Revised Policy 2.1070.1 Parental Notification of Student Health and Well-Being. Board approval was requested for the 2025/2026 School Calendar. Board approval was requested for the Facilities & Maintenance Expense Reimbursement – FY25.

**Revised Policy 2.1190.4 Parent Review of Instructional Materials**

**PTCM-2025-03-07**

A motion was made by Gary Coupe, and was seconded by Linda Dillon, approving Revised Policy 2.1190.4 Parent Review of Instructional Materials, as presented (see attached).  
All board members concurred.  
Motion Carried

**Revised Policy 2.1070.1 Parental Notification of Student Health and Well-Being** **PTCM-2025-03-08**  
A motion was made by Gary Coupe, and was seconded by Linda Dillon, approving Revised Policy 2.1070.1 Parental Notification of Student Health and Well-Being, as presented (see attached).  
All board members concurred.  
Motion Carried

**2025/2026 School Calendar** **PTCM-2025-03-09**  
A motion was made by Gary Coupe, and was seconded by Linda Dillon, approving the 2025/2026 School Calendar, as presented (see attached).  
All board members concurred.  
Motion Carried

**Facilities & Maintenance Expense Reimbursement – FY25** **PTCM-2025-03-10**  
A motion was made by Gary Coupe, and was seconded by Linda Dillon, approving the Facilities & Maintenance Expense Reimbursement – FY25, as presented (see attached).  
All board members concurred.  
Motion Carried

**XV. Sponsor Update**  
Sponsor report was made available to the board members. Joe Calinger completed his March School Site Visit. Buckeye Community Hope Foundation’s Leadership Seminar is June 9<sup>th</sup> and 10<sup>th</sup>. This year Buckeye Community Hope Foundation will be celebrating 20 years in business.

**XVI. Old Business**  
Sarah O’Bryan spoke on Board Member Compensation.  
Christine Garten provided board members with a handout for Tiered Academic and Behavioral Instruction.

**XVII. Public Comment**  
No report.

**XVIII. New Business**  
No report.

**Adjourn**  
A motion was made by Beverly Nissel and was seconded by Gary Coupe, to adjourn.  
All board members concurred.  
Motion Carried 6:32 p.m.

  
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President

  
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Secretary