

Constellation Schools: Parma Community
Board Meeting Minutes
Thursday, October 16, 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: John Noga, Jerry Bednar, Bert Butts, Leo Tischer and Lori Turner.

School staff present: Bob Klinar, Eric Butler, Christina Scott, Todd Luecke, Stephanie Sandoval, and Todd Blain.

ACCEL Schools LLC Present: Sarah O'Bryan, Mary Beth Oko, Christine Garten, Debbie Piazza, Kate Craft, Alisa Jones, Julia Howerton, 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 – September 18, 2025

PC-2025-10-01

A motion was made by Bert Butts and was seconded by John Noga, approving the minutes of September 18, 2025, as presented.

All board members concurred.

Motion Carried

IV. Principal Report

Enrollment for school year 2025/2026 – 1,146.

Approval of Field Trips

PC-2025-10-02

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

All board members concurred.

Motion Carried

V. Committee Reports

The LPDC September 17, 2025, Minutes were made available to the board members.

VI. Education Services

Education Program Director

No report.

Director of Academic

Christine Garten requested board approval for the Reading Improvement Plan.

Reading Improvement Plan

PC-2025-10-03

A motion was made by Leo Tischer and was seconded by Lori Turner, approving the Reading Improvement Plan, as presented (see attached).

All board members concurred.

Motion Carried

VII. Student Services

Special Education Program Coordinator

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

School Nurse Program Coordinator

Julia Howerton requested board members approved the Updated 2025 Model Emergency Action Plan for the Use of an Automated External Defibrillator (AED).

Resolution – Updated 2025 Model Emergency Action Plan for the Use of an Automated External Defibrillator (AED)

PC-2025-10-04

A motion was made by Jerry Bednar and was seconded by John Noga, approving the Resolution for the Updated 2025 Model Emergency Action Plan for the use of an Automated External Defibrillator (AED), as presented (see attached). All board members concurred.
Motion Carried

VIII. Technology Report

No report.

IX. Human Resources Report

Sarah O’Bryan presented New Staff as Information Only.

X. Facilities Manager Report

No report.

XI. Business and Safety Manager Report

No report.

XII. Marketing Report

Lisa Vinarcik requested board approval for the Draft Copy of the 2024-2025 Annual Report as presented. The Board acknowledges that the final copy of the 2024-2025 Annual Report must be published and submitted on or before October 31, 2025. Any modifications to the Annual Report will be ratified at the November 2025 Board Meeting. Lisa Vinarcik asked the board to review and acknowledge the Racial Balance Assessment.

Draft Copy of 2024-2025 Annual Report

PC-2025-10-05

A motion was made by Jerry Bednar and was seconded by John Noga, approving the Draft Copy of the 2024-2025 Annual Report. The Board acknowledges that the final copy of the 2024-2025 Annual Report must be published and submitted on or before October 31, 2025. Any modifications to the Annual Report will be ratified at the November 2025 Board Meeting. as presented (see attached). All board members concurred.
Motion Carried

Acknowledgement of the Racial Balance Assessment

PC-2025-10-06

John Noga, Jerry Bednar, Bert Butts, Leo Tischer and Lori Turner acknowledged they reviewed the Racial Balance Assessment as presented, (see attached)

XIII. Treasurer Report

Sarah O’Bryan requested board approval for the September 2025 Financial Report.

September 2025 Financial Report

PC-2025-10-07

A motion was made by Bert Butts, and was seconded by John Noga, approving the September 2025 Financial Report, as presented (see attached). All board members concurred.
Motion Carried

XIV. Superintendent Report

No report.

XV. Sponsor Update

Month: October

Presented by:	Joyce Lewis	In person
<p>Governing Authority Highlights / Important updates from ESCLEW</p>	<ul style="list-style-type: none"> ● The 2024–25 ESCLEW Sponsor Annual Report, combining all sponsored schools reports, will be shared with stakeholders in early November. Schools must notify parents by posting the report on their website by November 30, 2025. ● The ESC of Lake Erie West issued its Annual Performance Report to support high educational standards for Ohio’s public-school students. The report aimed to: <ol style="list-style-type: none"> 1. Inform community schools about their past performance based on federal, state, and contractual standards. 2. Highlight strengths and identify areas needing improvement. 3. Help the public understand each school's achievements and compliance with its public obligations. <p>School leaders and governing bodies received these evaluations in September. The report’s final section provided a summary of school performance and an initial outlook for renewal. This outlook was only a preliminary indication, not a guarantee, as renewal decisions depended on each school’s renewal application and consistent performance over time.</p> ● If you missed the Open Meetings & Public Records Training, ESCLEW will be offering an additional virtual session with Adam Schira this spring or you can complete the on-demand virtual training through the Attorney General’s website. 	
<p>Recent Site Visit Highlights</p>	<p>All Schools:</p> <p>October’s site visit is an academic site visit and will focus on the following items:</p> <ol style="list-style-type: none"> 1. School Report Card & Annual Report – key highlights, goals, and use of data in decision-making. 2. Classroom Observations – focus on Math and ELA. 3. One Plan Progress – status, staff communication, and SST support. 4. Performance & Goals – student achievement, growth, and mission goal monitoring. 	

	<p>5. Reading & Literacy – RIMPs, Third Grade Reading Guarantee, and Reading Improvement Plan (if required).</p> <p>6. School Climate & PBIS – discipline data, effectiveness, and improvement strategies.</p> <p>7. Secondary Schools – career readiness and testing compliance.</p> <p>A copy of the site visit report will be shared with you upon completion.</p>
Financial Update	<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 Lori					
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 August September					

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 - 5 August - 5 September -5					
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- Completed Jerry- Completed Bert-Completed Leo- Lori-					
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 3/5 August 4/5 September 5/5					

XVI. Old Business

No report.

XVII. Public Comment

No report.

XVIII. New Business

No report.

Adjourn

A motion was made by Leo Tischer and was seconded by Lori Turner, to adjourn.

All board members concurred.

Motion Carried 6:30 p.m.



President



Secretary