

Constellation Schools: Puritas Community Elementary
Special Board Meeting Minutes
Thursday, December 17, 2020
Constellation Schools – Administrative Offices, Parma, Ohio

I. Roll Call

Richard Lukich called the meeting to order at 5:45 p.m. with the following members present: Dan Ziembra, Charles Ledger, Donna Stelter, Bogusia Chmielewski and Rodney Spencer via Google Meet.

School Staff present: Debbie Piazza and Victoria Wasilewski via Google Meet.

Constellation Schools LLC present: Richard Lukich, Becky Keeney, Mary Beth Oko, Brian Knight, Joyce Lewis, Christine Garten, Laura Horvath, Jillian Lukich, Julia Howerton, Laura Survance, Kim Petonic, Garrick Lukich, Brian Preseren, Lisa Vinarcik, and Caroline Zito via Google Meet.

Sponsor representative: Diane Longstreth via Google Meet.

II. Adoption of Agenda

The agenda was adopted as presented.

III. Approval of Minutes

Approval of Minutes – November 19, 2020

PTCE-2020-12-01

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to approve the minutes of November 19, 2020, as presented.

All board members concurred

Motion Carried

IV. Principal Report

Enrollment for the school year 2020/2021 is 172.

Acceptance of Donation

PTCE-2020-12-02

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, accepting the donation of a \$500.00 gift card from CFP Foundation and Donors Choose, as presented.

All board members concurred

Motion Carried

V. Committee Reports

The LPDC December 2, 2020 minutes and the Year 3 Resident Educator November 30, 2020 minutes were made available to the board members.

VI. Education Services

Education Program Coordinator

Brian Knight requested board approval for a Supplemental Request for Tutoring. Board approval was requested for Revised Policy 4.1010 Application Process. Brian gave an update on Appendix 2.2130-E Student Engagement Seal and New Appendix 2.2130-F Bilingual Seal as information only. An update was presented on OTES and OPES.

Supplemental Request - Tutoring

PTCE-2020-12-03

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Supplemental Request for Tutoring, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 4.1010 Application Process

PTCE-2020-12-04

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, approving Revised Policy 4.1010 Application Process, as presented (see attached).

All board members concurred

Motion Carried

Professional Development Program Coordinator

No report.

Curriculum Program Coordinator

No report.

VII. Student Services

Special Education Program Coordinator

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

Support Services Program Coordinator

No report.

School Nurse Program Coordinator

No report.

VIII. Technology Report

Laura Survance gave an update on the ransomware cyber-attack and an update on computer devices.

IX. Human Resources Report

Kim Petonic requested board approval for Personnel Actions.

Personnel Actions

PTCE-2020-12-05

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Personnel Actions, as presented (see attached).

All present board members concurred.

Motion Carried

X. Facilities Manager Report

No report.

XI. Business and Safety Manager Report

No report.

XII. Marketing Report

Highlights/Activities Report was made available.

XIII. Treasurer Report

Caroline Zito explained that due to the malware intrusion and loss of Quickbooks and data files, no financials have been generated for November. Board approval was requested for Interschool Services. Board approval was requested for the Renewal Agreement with Scenario Learning.

Interschool Service Agreements

PTCE-2020-12-06

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Interschool Service Agreements (see attached).

All board members concurred

Motion Carried

Renewal Agreement with Scenario Learning

PTCE-2020-12-07

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Renewal Agreement with Scenario Learning – February 15, 2021 to February 14, 2022 (see attached).

All board members concurred

Motion Carried

XIV. Executive Director

Rebecca Keeney requested board approval for New Policy 4.1140 for 2020/2021 Only Calamity Day Make-Up Plan, New Policy 5.1010.1 COVID-19 Modifications Policy, Revised Policy 2.1130 Religion in Schools, Revised Policy 2.2070 Promotion and Retention, Revised Policy 3.2530 Other Employees, Revised Policy 4.1150 Enrollment and Residency, Revised Policy 4.3010 Expulsion and Suspension and Revised Policy 7.5030 Federal Grants Procurement, Monitoring, and Administration. The following Appendix were for information only: New Appendix 1.2050-D Standard Request for Public Records form, New Appendix 1.2050-E Log of Public Records Requests, New Appendix 4.1070-A Parental Notification Regarding Withdrawal of Student, New Appendix 7.5030-C Child Nutrition Programs Procurement, Revised Appendix 7.5030-A Methods of Procurement Using Federal Grant Funds, Revised Appendix 7.5030-B Procurement Procedure for Soliciting Small/Minority/Women Owned Businesses and Labor Surplus Firms, Revised Appendix 3.2150-A Licensure Code of Professional Conduct and Revised Appendix 5.1070-A COVID-19 Specific Procedures. Becky requested an additional board approval, which was not listed on the December Board Agenda, to approve the cyber insurance discussed at the November meeting subject to final review and ratification at the January, 2021 Board Meeting.

New Policy 4.1140 for 2020/2021 School Year Only Calamity Day Make-Up Plan **PTCE-2020-12-08**

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, to approve New Policy 4.1140 for 2020/2021 School Year Only Calamity Day Make-Up Plan, as presented (see attached).

All board members concurred

Motion Carried

New Policy 5.1010.1 COVID-19 Modifications Policy **PTCE-2020-12-09**

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, to approve New Policy 5.1010.1 COVID-19 Modifications Policy, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 2.1130 Religion in Schools **PTCE-2020-12-10**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to approve Revised Policy 2.1130 Religion in Schools, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 2.2070 Promotion and Retention **PTCE-2020-12-11**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to approve Revised Policy 2.2070 Promotion and Retention, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 3.2530 Other Employees **PTCE-2020-12-12**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to approve Revised Policy 2.2530 Other Employees, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 4.1150 Enrollment and Residency **PTCE-2020-12-13**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to approve Revised Policy 4.1150 Enrollment and Residency, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 4.3010 Expulsion and Suspension **PTCE-2020-12-14**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to approve Revised Policy 4.3010 Expulsion and Suspension, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 7.5030 Federal Grants Procurement, Monitoring and Administration **PTCE-2020-12-15**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to approve Revised Policy 7.5030 Federal Grants Procurement, Monitoring and Administration, as presented (see attached).
All board members concurred
Motion Carried

Cyber Insurance **PTCE-2020-12-16**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Cyber Insurance discussed at the November meeting subject to final review and ratification at the January, 2021 Board Meeting, as presented.
All board members concurred
Motion Carried

XV. Sponsor Update

No on site visit occurred in December. Diane Longstreth will continue to monitor attendance and enrollment and discussed climate and culture for both students and staff. Progress on teacher and principal evaluations were discussed.

This month the December sponsor newsletter contains the updates on the ESC of Lake Erie West's annual report.

Every year the ESC of Lake Erie West produces an Annual Performance Report for each community school it oversees for use by the school and other stakeholders. The report summarizes the school's academic performance, legal compliance, financial health and sustainability, and organizational and operational performance according to the most recent data available for the years in review. The Annual Performance Report also provides an overview of the community school's enrollment demographics for the year in review.

The ESC of Lake Erie West is committed to promoting high-quality education for public school students in Ohio. This Annual Performance Report is produced in order to:

- 1. Provide timely information to the community school on its performance relative to the standards and expectations established by applicable federal and state law and the charter contract.**
- 2. Identify the school's strengths and any areas needing improvement.**
- 3. Provide information that enables the community and the public to understand the school's performance, including its fulfillment of public obligations.**

Each month you will receive the monthly finance and enrollment review data from the ESC of Lake Erie West – there were no red flags. **Audit data in this area is limited to spot-checking of fiscal items for compliance and is NOT an evaluation or statement of a school's overall financial health.** If you have questions about your school's finances, speak with your treasurer.

- **11.6 goals** – Second submission TA for both schools has been sent via email. The requested changes are minor items to assure the document is of the highest quality.
- **SITE VISIT CHANGE:** Once students return to your buildings for instruction, we will be working with the principals to resume in-school site visits. Each RTAE will be working individually with principals to determine when and how the in-person site visits can be performed safely. We will follow all building protocols as we return to your buildings.

XVI. President Report

No report.

XVII. Public Comment

No report.

New Business

No report.

Adjourn

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, to adjourn.

All board members concurred

Motion Carried: 6:01 p.m.



President



Secretary