

Constellation Schools: Puritas Community Elementary
Special Board Meeting Minutes
Thursday, January 21, 2021
Constellation Schools – Administrative Offices, Parma, Ohio

I. Roll Call

Richard Lukich called the meeting to order at 5:46 p.m. with the following members present: Daniel Ziemba, Charles Ledger, Donna Stelter, Bogusia Chmielewski and Rodney Spencer via Google Meet.

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

Constellation Schools LLC present: Richard Lukich, Rebecca 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 – December 17, 2020

PTCE-2021-01-01

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, to approve the minutes of December 17, 2020, as presented.

All board members concurred

Motion Carried

IV. Principal Report

Enrollment for the school year 2020/2021 is 172.

V. Committee Reports

The LPDC January 6, 2021 minutes were made available to the board members.

VI. Education Services

Education Program Coordinator

Brian Knight requested board approval for the OTES and OPES which was deemed to be impractical for the 2020-2021 school year. Board members acknowledged that they reviewed the Bullying, Harassment and Intimidation Report for the first half of 2020/2021 school year.

Board Member Rodney Spencer joined the Board Meeting via Google Meet at 5:50 p.m.

OTES & OPES Deemed to be Impractical for the 2020/2021 School Year

PTCE-2021-01-02

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving OTES & OPES Deemed to be Impractical for the 2020/2021 School Year, as presented.

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 Request for Proposal on multifunction printers, backup and storage procedures and Business Continuity Plan.

IX. Human Resources Report

Kim Petonic requested board approval for Personnel Actions. Kim Petonic requested that the board separately acknowledge the resignation and resulting separation from employment. Kim Petonic requested board approval for a change in number of pay periods for contracted employees for the 2021-2021 school year. Board approval was requested to Rescind Policy 3.3040.4 403(b) Tax Deferred Annuities [R.C. §9.91].

Personnel Actions

PTCE-2021-01-03

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, approving the Personnel Actions, as presented (copy attached).

All board members concurred

Motion Carried

Change in Number of Pay Periods for Contracted Employees

PTCE-2021-01-04

For the 2021/2022 School Year

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Change in Number of Pay Periods for Contracted Employees for the 2021-2022 School Year, as presented (see attached).

All present board members concurred.

Motion Carried

Rescind Policy 3.3040.4 403(b) Tax Deferred Annuities [R.C. §9.91]

PTCE-2021-01-05

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving to Rescind Policy 3.3040.4 403(b) Tax Deferred Annuities [R.C. §9.91], as presented (see attached).

All present board members concurred.

Motion Carried

X. Facilities Manager Report

No report.

XI. Business and Safety Manager Report

Brian Preseren requested board approval to ratify Cyber Insurance Effective January 8, 2021 through November 8, 2021.

Ratify Cyber Insurance Effective January 8, 2021 through November 8, 2021

PTCE-2021-01-06

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving to Ratify the Cyber Insurance Effective January 8, 2021 through November 8, 2021, as presented (see attached).

All present board members concurred.

Motion Carried

XII. Marketing Report

Highlights/Activities Report was made available. Board Members acknowledged that they reviewed the Racial Balance Assessment.

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 December. Board approval was requested for 2021 Mileage at \$0.56 cents effective January 1, 2021.

2021 Mileage at \$0.56 cents Effective January 1, 2021

PTCE-2021-01-07

A motion was made by Rodney Spencer, and was seconded by Charles Ledger, approving the 2021 Mileage at \$0.56 cents Effective January 1, 2021, as presented (see attached).

All board members concurred

Motion Carried

XIV. Executive Director

Rebecca Keeney requested board approval for a Resolution for Fiscal 2022 Designated Fiscal Officer Waiver.

Resolution for Fiscal 2022 Designated Fiscal Officer Waiver

PTCE-2021-01-08

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Resolution for Fiscal 2022 Designated Fiscal Officer Waiver, as presented (see attached).

All board members concurred

Motion Carried

XV. Sponsor Update

January 2021 – Our site visits remain remote. We will look at attendance, enrollment, climate and culture, and conduct our first review of the schools’ 11.6 goals.

Remember to read all correspondence from the ESC of Lake Erie West. The January 2021 sponsor newsletter will be available later this week. Our December 2020 newsletter is available electronically and contains the following items: The compliance calendar for December, AED and CPR requirements for schools, 11.6 update for schools and boards, Latest PD events and Special education updates and resources

Find the latest ESC sponsor newsletter at our community schools website:

<http://www.esclakeeriewest.org/CommunitySchools.aspx>

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 – Approved for the school by the sponsor and this month we will begin monitoring the goals.

SITE VISIT CHANGE: Once students return to their building for instruction, we will be working with the principal to resume in-school site visits. Each RTAE will be working individually with the principal 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 building.

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: 6:05 p.m.

Daniel Zerk
President

Donna Stelter
Secretary