

Constellation Schools: Madison Community Elementary  
Board Meeting Minutes  
Thursday, April 15, 2021  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Richard Lukich called the meeting to order at 6:00 p.m. with the following members present: Daniel Ziemba, Charles Ledger, Donna Stelter, and Bogusia Chmielewski. Absent: Rodney Spencer.

School Staff present: Brittney Lester and Kevin Sheridan.

Constellation Schools LLC present: Richard Lukich, Rebecca Keeney, Mary Beth Oko, Caroline Zito, Gary Vojtush, Joyce Lewis, Christine Garten, Laura Horvath, Jillian Lukich, Julia Howerton, Laura Survance, Kim Petonic, Brian Preseren, and Garrick Lukich.

Sponsor representative: Diane Longstreth.

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – March 18, 2021**

**MDCE-2021-04-01**

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, to approve the minutes of March 18, 2021, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for the school year 2020/2021 is 231. Re-enrollment for the school year 2021/2022 is 103.

**V. Committee Reports**

The LPDC April 6, 2021 Minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Gary Vojtush requested board approval for a Tutoring Request.

**Tutoring Request**

**MDCE-2021-04-02**

A motion was made by Charles Ledger, and was seconded by Bogusia Chmielewski, approving the Tutoring Request, 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**

Jillian Lukich requested board approval for a bid proposal with PAXIS Institute.

**Executive Summary – Bid Proposal with PAXIS Institute**

**MDCE-2021-04-03**

A motion was made by Charles Ledger, and was seconded by Bogusia Chmielewski, approving the Bid Proposal with PAXIS Institute, as presented (see attached).

All board members concurred

Motion Carried

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**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 Revised Policy 3.3040.1 State Teachers Retirement Systems (STRS).

**Personnel Actions**

**MDCE-2021-04-04**

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

All board members concurred

Motion Carried.

**Revised Policy 3.3040.1 State Teachers Retirement System (STRS)**

**MDCE-2021-04-05**

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, approving Revised Policy 3.3040.1 State Teachers Retirement System (STRS), 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**

Highlights/Activities Report was made available to the board members.

**XIII. Treasurer Report**

Caroline Zito requested board approval for the March, 2021 Financials. Board approval was requested for a Contract Renewal Agreement for Meal Services with Preferred Meal Systems, Inc.

**March, 2021 Financials**

**MDCE-2021-04-06**

A motion was made by Charles Ledger, and was seconded by Bogusia Chmielewski, approving the March, 2021 Financials, as presented (see attached).

All board members concurred

Motion Carried

**Contract Renewal Agreement with Preferred Meal Systems, Inc.**

**MDCE-2021-04-07**

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, approving the Contract Renewal Agreement with Preferred Meal Systems, Inc., as presented (see attached).

All board members concurred

Motion Carried

**XIV. Executive Director**

Rebecca Keeney requested board approval to ratify all actions taken during remote board meetings. Board members were requested to review, acknowledge and sign Policy 1.2040 Ethics and Conflict of Interests.

**Ratify All Actions Taken During Remote Board Meetings**

**MDCE-2021-04-08**

A motion was made by Charles Ledger, and was seconded by Bogusia Chmielewski, to approve Ratifying All Actions Taken During Remote Board Meetings, as presented.

All board members concurred

Motion Carried

Board Members Daniel Ziembra, Charles Ledger, Donna Stelter and Bogusia Chmielewski acknowledged they reviewed and signed Policy 1.2040 Ethics and Conflict of Interests.

**XV. Sponsor Update**

Diane Longstreth, Regional Technical Assistance Educator provided the following updates per the Governing Authority Report:

Month: April 2021

Site Visit Updates:

March 2021 – Site visits returned to an on-site visit with follow-up as needed via phone. It was wonderful to see everyone again after a year! Buildings were consistently very clean, orderly, and safe.

April and May 2021 – Site visits are on-site and will focus on academics, building climate, and 11.6 goal progress. We will not be doing classroom visits this year or any stakeholder interviews.

**General Update:**

Remember to read all correspondence from the ESC of Lake Erie West. The April 2021 sponsor newsletter has been published and contains critical information for the 20-21:

- Suicide education requirements for grades 6-12
- Epicenter requirements, deadlines, and changes.
- Threat Assessment Team requirements.
- Special Education Update
- Professional Development offered by the ESC

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

<http://www.eslakeeriewest.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 - Academic goals will have little data for the 11.6 evaluation. All of the non-academic goals will have data and we continue to collect this data at each visit/phone check in.

**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 Bogusia Chmielewski, to adjourn.

All board members concurred

Motion Carried: 6:15 p.m.

  
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President

  
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Secretary