

Constellation Schools: Puritas Community Elementary  
Board Meeting Minutes  
Thursday, May 20, 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: Charles Ledger, Donna Stelter, Bogusia Chmielewski and Rodney Spencer. Absent: Daniel Ziembra

School Staff present: Debbie Piazza

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

Sponsor representative: Diane Longstreth.

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – April 15, 2021**

**PTCE-2021-05-01**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the minutes of April 15, 2021, as presented.

All board members concurred

Motion Carried

Board Member Rodney Spencer acknowledged that he reviewed and signed Policy 1.2040 Ethics and Conflict of Interests.

**IV. Principal Report**

Enrollment for the school year 2020/2021 is 173. Re-enrollment for the school year 2021/2022 is 141.

**Acceptance of Donation**

**PTCE-2021-05-02**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, accepting the donation of Lysol Wipes from Shoes and Clothes 4 Kids, as presented.

All board members concurred

Motion Carried

**V. Committee Reports**

The LPDC May 5, 2021 Minutes were made available to the board members.

The Wellness Committee April 20, 2021 Minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Gary Vojtush requested board approval for a Summer Extended Learning Supplemental

**Summer Extended Learning Supplemental**

**PTCE-2021-05-03**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Summer Extended Learning Supplemental, 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 the Total Education Solutions Consulting and Service Agreement.

**Total Education Solutions Consulting and Service Agreement**

**PTCE-2021-05-04**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Total Education Solutions Consulting and Service Agreement for two years commencing on July 1, 2021 with a term date of June 30, 20, 2023, 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. Board Approval was requested for Change in Benefit Providers and Premiums Effective July 1, 2021.

**Personnel Actions**

**PTCE-2021-05-05**

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

All board members concurred

Motion Carried.

**Executive Summary – Change in Benefit Providers and Premiums  
Effective July 1, 2021**

**PTCE-2021-05-06**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Executive Summary for Change in Benefit Providers and Premiums Effective July 1, 2021, as presented (see attached).

All board members concurred

Motion Carried

**X. Facilities Manager Report**

No report.

**XI. Business and Safety Manager Report**

Brian Preseren requested board approval for submission of the Bureau of Workers' Compensation Safety Grant Application. Brian Preseren requested board approval for the PPE Donation from the Cuyahoga County Emergency Management Agency.

**Bureau of Workers' Compensation Safety Grant Application**

**PTCE-2021-05-07**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the submission of the Bureau of Workers' Compensation Safety Grant Application as presented (see attached).

All board members concurred

Motion Carried

**PPE Donation**

**PTCE-2021-05-08**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the PPE Donation as presented.  
All board members concurred  
Motion Carried

**XII. Marketing Report**

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

**XIII. Treasurer Report**

Caroline Zito requested board approval for the April, 2021 Financials. Board approval was request for the Resolution of the updated 2021 Five Year Forecast. Board approval was requested for the 2022 Budgets.

**April, 2021 Financials**

**PTCE-2021-05-09**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the April, 2021 Financials, as presented (see attached).  
All board members concurred  
Motion Carried

**Resolution – Updated 2021 Five Year Forecast**

**PTCE-2021-05-10**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Resolution for the Updated 2021 Five Year Forecast, as presented (see attached).  
All board members concurred  
Motion Carried

**2022 Budgets**

**PTCE-2021-05-11**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the 2022 Budgets, as presented (see attached).  
All board members concurred  
Motion Carried

**XIV. Executive Director**

Rebecca Keeney requested board approval for a Contract Modification with the Educational Service Center of Lake Erie West.

**Contract Modification No. 12 with the Educational Service Center of Lake Erie West**

**PTCE-2021-05-12**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving Contract Modification No. 12 with the Educational Service Center of Lake Erie West, as presented (see attached).  
All board members concurred  
Motion Carried

**XV. Sponsor Update**

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

Month: May, 2021

**Site Visit Updates:**

May, 2021 – This is the last site visit of the 20-21 school year. Onsite visit was held in March and April, 2021. The building is safe and orderly and all staff are to be commended for meeting student and family needs under these unique circumstances.

**General Update:**

Remember to read all correspondence from the ESC of Lake Erie West. The May 2021 sponsor newsletter contains special education, professional development, August 2021 statewide meeting and compliance calendar information.:

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 – This will be reviewed at the May site visit to document progress.

Diane Longstreth is retiring at the end of the 2020/2021 school year.

**XVI. President Report**

No report.

**XVII. Public Comment**

No report.

**New Business**

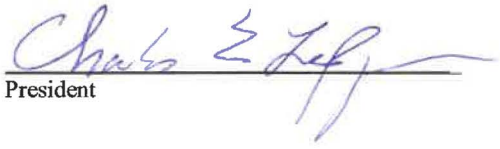
No report.


**Adjourn**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to adjourn.

All board members concurred

Motion Carried: 6:20 p.m.

  
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President

  
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Secretary