

Constellation Schools: Puritas Community Elementary  
Annual Board Meeting Minutes  
Thursday, June 17, 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 Ziemba. Potential board member present: Thomas Bonner for the 2021/2022 School Year.

School Staff present: Deborah Piazza and Victoria Wasilewski

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

Sponsor representative: Kristi Hayward

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – May 20, 2021**

**PTCE-2021-06-01**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving the minutes of May 20, 2021, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2020/2021 is 173. Re-enrollment for school year 2021/2022 is 151.

**Approval of Field Trips**

**PTCE-2021-06-02**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving the field trips, as presented

All board members concurred

Motion Carried

**V. Committee Reports**

The Records Retention Committee Meeting Minutes for May 25, 2021 were made available to the board members.

Board Member Rodney Spencer joined the meeting at 6:05 p.m.

**VI. Education Services**

**Education Program Coordinator**

Gary Vojtush requested board members acknowledge they reviewed the Harassment-Intimidation Report for the school year.

**Acknowledgment of Harassment-Intimidation Report.**

**PTCE-2021-06-03**

Charles Ledger, Donna Stelter, Bogusia Chmielewski and Rodney Spencer acknowledged they reviewed the Harassment-Intimidation Report.

**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. Laura Horvath requested board members acknowledge they reviewed the ODE Special Education Model Policies and Procedures. Board approval was requested for the 2021/2022 Suburban Transportation Agreement. Board approval was requested for an Executive Summary for the 2021/2022 AIMSWEB Subscription.

### **Acknowledgment of ODE Special Education Model Policies and Procedures**

**PTCE-2021-06-04**

Charles Ledger, Donna Stelter, Bogusia Chmielewski and Rodney Spencer acknowledged they reviewed the ODE Special Education Model Policies and Procedures.

### **2021/2022 Suburban Transportation Agreement**

**PTCE-2021-06-05**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving the 2021/2022 Suburban Transportation Agreement, as presented (see attached)

All board members concurred

Motion Carried

### **2021/2022 AIMSWEB Subscription**

**PTCE-2021-06-06**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the 2021/2022 AIMSWEB Subscription, as presented (see attached)

All board members concurred

Motion Carried

### **Support Services Program Coordinator**

No report.

### **School Nurse Program Coordinator**

No report.

## **VIII. Technology Report**

Laura Survance requested board approval for New Policy 4.2160 Electronic Device Loan and Usage.

### **New Policy 4.2160 Electronic Device Loan and Usage**

**PTCE-2021-06-07**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving New Policy 4.2160 Electronic Device Loan and Usage, as presented (see attached)

All board members concurred

Motion Carried

## **IX. Human Resources Report**

Kim Petonic requested board approval for Personnel Actions. Resignations and Separations were presented as information only.

### **Personnel Actions**

**PTCE-2021-06-08**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Personnel Action 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**

No report.

**XIII. Treasurer Report**

Caroline Zito requested board approval for the May, 2021 Financials. Board approval was requested for a Facility Leases for 2022. Board approval was requested for Revised Policy 7.8070 Purchasing Philosophy. The July 2021 through June 2022 Finance Committee Meeting Schedule was made available to the board members. The Loan Forgiveness PPP loans was for information only.

**May, 2021 Financials**

**PTCE-2021-06-09**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the May, 2021 Financials, as presented (see attached).

All board members concurred

Motion Carried

**Facility Lease - Tenth Addendum to Original Lease**

**PTCE-2021-06-10**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Tenth Addendum to the Original Lease whereas Constellation Schools: Puritas Community Elementary is to receive a rental amount of \$20,000.00 per month from Constellation Schools: Puritas Community Middle effective July 1, 2021 through June 30, 2022, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 7.8070 Purchasing Philosophy**

**PTCE-2021-06-11**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving Revised Policy 7.8070 Purchasing Philosophy, as presented (see attached).

All board members concurred

Motion Carried

**XIV. Executive Director**

Rebecca Keeney requested board approval for the 2021/2022 Schedule of Board Meeting Dates. Board approval was requested for the Resolution for the Executive Director and/or President (or their Successors) to Carry Out Operations for the 2021/2022 School Year. Board approval was requested to Re-Adopt Policy 2.2120 Career Advising and Student Success Plans.

**2021/2022 Schedule of Board Meeting Dates**

**PTCE-2021-06-12**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the 2021/2022 Schedule of Board Meeting Dates, as presented (see attached)

All board members concurred

Motion Carried

**Resolution – Executive Director and/or President (or their Successors) to Carry Out Operations**

**PTCE-2021-06-13**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Resolution for the Executive Director and/or President (or their Successors) to Carry Out Operations effective July 1, 2021 through June 30, 2022, as presented (see attached)

All board members concurred

Motion Carried

**Re-Adopt Policy 2.2120 Career Advising and Student Success Plans**

**PTCE-2021-06-14**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving to Re-Adopt Policy 2.2120 Career Advising and Student Success Plans, as presented (see attached)

All board members concurred

Motion Carried

**XV. Sponsor Update**

Kristi Hayward, Educational Service Center of Lake Erie West Team Leader Academic, provided the following updates per the Governing Authority Report:

Month: June, 2021

General Updates:

Dr. Diane Longstreth has retired from the ESCLEW and will no longer be working with the schools. A new Regional Technical Assistance Educator will be announced and introduced to all Board Members and school leaders during the month of July/August. To ensure a smooth transition occurs with the services from the sponsor as well as provided to your schools, Kristi Hayward, Team Leader of Academic Services will fill in as the point person for any questions or concerns during the transition time.

The ESCLEW Annual Statewide Meeting is scheduled for Wednesday August 4, 2021. This is a full day of Professional Development and will be conducted in a virtual setting using the Zoom platform. We encourage all Governing Authority members to attend if your schedule allows. While each session is targeted for a different audience, the most valuable session for Governing Authority members will be the Afternoon Session 3 – Legal Update. Each session will require a separate registration via the links on the invitation.

For more information regarding the Annual Statewide meeting or any information from our office, please feel free to reach out to Kristi Hayward directly; [khayward@esclakeeriewest.org](mailto:khayward@esclakeeriewest.org), 419-356- 5069.

**XVI. President Report**

Rick Lukich requested the Resignation of Board Members, the Election of Board Members and the Election of Officers.

**Resignation of Board Member – Daniel Ziemba**

**PTCE-2021-06-15**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, accepting the resignation of Daniel Ziemba.

All board members concurred

Motion Carried

**Appointment of Board Members**

**PTCE-2021-06-16**

A motion was made by Donna Stelter, and was seconded by Rodney Spencer, electing Charles Ledger, Bogusia Chmielewski, Donna Stelter, and Rodney Spencer to serve as board members for Constellation Schools: Puritas Community Elementary.

All board members concurred

Motion Carried

**Appointment of Board Member Pending Sponsor Approval**

**PTCE-2021-06-17**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, electing Thomas Bonner to serve as a board member for Constellation Schools: Puritas Community Elementary pending sponsor approval.

All board members concurred

Motion Carried

**Appointment of Board President – Charles Ledger**

**PTCE-2021-06-18**

A motion was made by Donna Stelter, and was seconded by Rodney Spencer, electing Charles Ledger as Board President for Constellation Schools: Puritas Community Elementary.

All board members concurred

Motion Carried

**Appointment of Board Vice President – Bogusia Chmielewski**

**PTCE-2021-06-19**

A motion was made by Donna Stelter, and was seconded by Rodney Spencer, electing Bogusia Chmielewski as Board Vice President for Constellation Schools: Puritas Community Elementary.

All board members concurred

Motion Carried

**Appointment of Board Secretary – Donna Stelter**

**PTCE-2021-06-20**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, electing Donna Stelter as Board Secretary for Constellation Schools: Puritas Community Elementary.

All board members concurred

Motion Carried

**XVII. Public Comment**

No report.

**New Business**

No report.

**Adjourn**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, to adjourn.

All board members concurred

Motion Carried: 6:21 p.m.

  
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President

  
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Secretary