

Constellation Schools: Puritas Community Elementary  
Board Meeting Minutes  
Thursday, August 19, 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, Bogusia Chmielewski, Donna Stelter, Rodney Spencer, and Thomas Bonner.

School Staff present: Victoria Wasilewski & Angela Waggaman

Constellation Schools LLC present: Richard Lukich, Mary Beth Oko, Debbie Piazza, Christine Garten, Brittney Lester, Jillian Lukich, Laura Lukich, Kim Petonic, Brian Preseren, Garrick Lukich and Lisa Vinarcik.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa, Massa Financial Solutions LLC

Chad Carr, Executive Vice President & Superintendent of Ohio Schools, ACCEL Schools  
Sarah O'Bryan, Associate Director, School Accountability, ACCEL Schools

Guest present: Adam Schira, Member, Dickinson Wright PLLC

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – July 22, 2021**

**PTCE-2021-08-01**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the minutes of July 22, 2021, as presented.

All board members concurred

Motion Carried

Rick Lukich introduced Sarah O'Bryan and Chad Carr from ACCEL Schools.

Adam Schira, Member, Dickinson Wright, PLLC introduced Dave Massa, from Massa Financial Solutions, LLC.

Debbie Piazza introduced Building Leaders.

**IV. Principal Report**

Enrollment for school year 2021/2022 is 166

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

Debbie Piazza requested board approval for a Supplemental Request. Board approval was requested for the 2021/2022 Parent/Student Handbook. Board approval was requested to re-adopt Policy 2.2040.4 Security Provisions for Statewide Assessment Test.

**Supplemental Request**

**PTCE-2021-08-02**

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

All board members concurred

Motion Carried

**2021/2022 Parent/Student Handbook**

**PTCE-2021-08-03**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the 2021/2022 Parent/Student Handbook, as presented (see attached).  
All board members concurred  
Motion Carried

**Re-Adopt Policy 2.2040.4 Security Provisions for Statewide Assessment Test**

**PTCE-2021-08-04**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving to Re-Adopt Policy 2.2040.4 Security Provisions for Statewide Assessment Test, as presented (see attached).  
All board members concurred  
Motion Carried

**Curriculum & Instruction Program Coordinator**

No report.

**VII. Student Services**

**Special Education Program Coordinator**

Brittney Lester requested board approval for a Supplemental Request for a 504 Coordinator for the 2021/2022 School Year. Board Approval was requested for the Contract with SchoolForce Solutions and Birch Agency Contracted Services for Special Education Staffing for the 2021/2022 School Year.

**Supplemental Request – 504 Coordinator**

**PTCE-2021-08-05**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Supplemental Request for a 504 Coordinator for the 2021/2022 School Year, as presented (see attached).  
All board members concurred  
Motion Carried

**SchoolForce Solutions Contract**

**PTCE-2021-08-06**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the SchoolForce Solutions Contract for Special Education Staffing for the 2021/2022 School Year, as presented (see attached).  
All board members concurred  
Motion Carried

**Birch Agency Contract**

**PTCE-2021-08-07**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Birch Agency Contract for Special Education Staffing for the 2021-2022 School Year, as presented (see attached).  
All board members concurred  
Motion Carried

**Support Services Program Coordinator**

No report.

**School Nurse Program Coordinator**

Board approval was requested for Revised Policy 5.1070.1 Use of Face Masks/Coverings.

**Revised Policy 5.1070.1 Use of Face Masks/Coverings**

**PTCE-2021-08-08**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving Revised Policy 5.1070.1 Use of Face Masks/Coverings, as presented (see attached).  
Three board members concurred  
Two board members opposed  
Motion Carried

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

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

**Personnel Actions**

**PTCE-2021-08-09**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Personnel Actions 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 the board members acknowledge they reviewed the Board Policies on School Health & Safety. Board approval was requested for a Daily Classroom Sanitation Agreement. Board approval was requested for PPE Cuyahoga County EMA Donation.

**Acknowledgment of Board Policies on School Health & Safety**

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer, and Thomas Bonner acknowledged they reviewed the Board Policies on School Health & Safety.

Policy 5.1140 Head Lice Infestation Procedure

Policy 5.1240 Automated External Defibrillators

Policy 5.1240.1 AED and CPR Training

Policy 5.2320 Student Suicide

Policy 5.2070 Weapons on School Property, In School Vehicle or at a School Sponsored Event

Policy 5.3300 Prevention of Lead Poisoning

Policy 5.4040 Peanut or Other Food Allergies

**Daily Classroom Sanitation Agreement**

**PTCE-2021-08-10**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Daily Classroom Sanitation Agreement, as presented (see attached).

All board members concurred

Motion Carried

**PPE Cuyahoga County EMA Donation**

**PTCE-2021-08-11**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the PPE Cuyahoga County EMA Donation, as presented.

All board members concurred

Motion Carried

**XII. Marketing Report**

Highlights/Activities Report was made available to Board Members.

**XIII. Treasurer Report**

No report.

**XIV. Executive Director**

No report.

**XV. Sponsor Update**

Joyce Lewis, Educational Service Center of Lake Erie West Regional Technical Assistance Educators provided the following updates per the Governing Authority Report:

Month: August, 2021

General Updates:

The ESCLEW Community Schools held their annual statewide meeting on August 4<sup>th</sup>. This was an all-day virtual event which concluded with a session from our legal team regarding current legislation as it relates to community schools. All sessions were recorded and we hope to have downloaded to our website by the end of the week. If you were able to attend any of the sessions you should be receiving an email to complete an evaluation form, once the form is submitted you will receive your certificate for attendance for that session. If you attended a session and do not receive an evaluation email, please reach out to Team Leader of Academic Services, Kristi Hayward at [khayward@esclakeeriewest.org](mailto:khayward@esclakeeriewest.org) for a certificate. If you were able to join us, we were glad to have you.

Regularly scheduled site visits will begin in September

Our Financial consultant Linda Moye holds a monthly phone meeting with the school's treasurer, a completed report of this meeting is emailed to all board members. At this time, there were no red flags discussed. If you have any questions regarding your school's financials, we encourage you to reach out to your treasurer.

**2021 – 2022 Governing Authority Goal (Attachment 11.6)**

**Goal \*\* new goals will be set in the fall of 2021, for the 2021 – 2022 school year\*\*\***

**XVI. President Report**

Rick Lukich requested board approval for EMIS Staffing for Fiscal Year 2022. Board Approval was requested for the Audit Arrangement Letter. The July, 2021 Financials were tabled for the September 16, 2021 Board Meeting. Board approval was requested to Ratify Approval of the Resolution for a New Treasurer, Fiscal Service. Board Approval was requested for the 2021/2022 Management Agreement.

**EMIS Staffing for Fiscal Year 2022**

**PTCE-2021-08-13**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the EMIS Staffing for Fiscal Year 2022, as presented (see attached).

All board members concurred

Motion Carried

**Audit Arrangement Letter**

**PTCE-2021-08-14**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Audit Arrangement Letter from Rea & Associates, as presented (see attached).

All board members concurred

Motion Carried

**Ratify Approval of the Resolution for a New Treasurer, Fiscal Service**

**PTCE-2021-08-15**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, to approve ratifying the Resolution for a New Treasurer, Fiscal Service, as presented (see attached).

All board members concurred

Motion Carried

**2021/2022 Management Agreement**

**PTCE-2021-08-16**

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

All board members concurred

Motion Carried

**XVII. Public Comment**

No report.

**New Business**

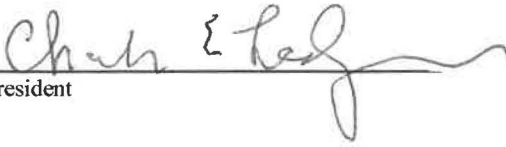
No report.

**Adjourn**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, to adjourn.

All board members concurred

Motion Carried: 6:30 p.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary