

Constellation Schools: Puritas Community Elementary  
Board Meeting Minutes  
Thursday, September 16, 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, and Donna Stelter. Absent: Rodney Spencer and Thomas Bonner.

School Staff present: Victoria Wasilewski and Angela Waggaman

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

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa, Massa Financial Solutions LLC

Sarah O'Bryan, Associate Director, School Accountability, ACCEL Schools

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – August 19, 2021**

**PTCE-2021-09-01**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving the minutes of August 19, 2021, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2021/2022 is 174.

**Donations**

**PTCE-2021-09-02**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, accepting the donations, as presented.

All board members concurred

Motion Carried

**V. Committee Reports**

Year 1, 2, & 3 Resident Educator August 23, 2021 minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Board approval was requested for the AmeriCorps Site Coordinator Supplemental.

**AmeriCorps Site Coordinator Supplemental**

**PTCE-2021-09-03**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving the AmeriCorps Site Coordinator Supplemental, as presented (see attached).

All board members concurred

Motion Carried

**Curriculum & Instruction Program Coordinator**

No report.

**VII. Student Services**

**Special Education Program Coordinator**

Special Education numbers were made available to the board members.

**Support Services Program Coordinator**

Jillian Lukich requested board approval to ratify the approval of the Zones of Regulation Training cost.

**Ratify Approval of the Zones of Regulation Training Cost**

**PTCE-2021-09-04**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving to ratify the Zones of Regulation Training cost, 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. Resignations and Separations were presented as information only. Board approval was requested for Revised Policy 3.3060 Sick Leave. Board approval was requested to Rescind Policy 3.3060.1 Emergency Paid Sick Time.

**Personnel Actions**

**PTCE-2021-09-05**

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

All board members concurred

Motion Carried

**Revised Policy 3.3060 Sick Leave**

**PTCE-2021-09-06**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving Revised Policy 3.3060 Sick Leave, as presented (see attached).

All board members concurred

Motion Carried

**Rescind Policy 3.3060.1 Emergency Paid Sick Time**

**PTCE-2021-09-07**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, for the approval to Rescind Policy 3.3060.1 Emergency Paid Sick Time, 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 Board Members.

**XIII. Treasurer Report**

Dave Massa requested board approval for the July 2021 and August 2021 Financial Reports.

**July 2021 Financial Reports**

**PTCE-2021-09-08**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving the July 2021 Financial Reports, as presented (see attached).  
All board members concurred  
Motion Carried

**August 2021 Financial Reports**

**PTCE-2021-09-09**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving the August 2021 Financial Reports, as presented (see attached).  
All board members concurred  
Motion Carried

**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: September, 2021

General Updates:

ESCLEW’s September Sponsor Newsletter was emailed at the beginning of the month. If a copy was not received, please verify the email in which to send communication. Highlights for Governing Authority Members included: a copy of the Community Schools Stakeholders Roles and Responsibilities, which is required to share with Governing Authority members on an annual basis.

Reminder: All Governing Authority meetings are to be held in an in-person format. In the case that a board member is unable to attend in person and chooses to attend the meeting via a virtual platform, the virtual governing authority member will not count as quorum and is unable to vote on any school action items. The board member is allowed to participate in the discussion and the meeting as a member of the public.

The ESCLEW will be hosting a virtual Open Meetings / Public Records training on Saturday October 16<sup>th</sup> from 9am – 12pm. This will be completed via Zoom platform and attendance at this training will complete the annual Open meeting training requirement for the 2021 – 2022 school year. Registration for this training will be coming to your emails soon.

I had the opportunity to meet the new building leaders during my August informal site visits. We discussed the role I will play as their Regional Technical Assistance Educator and discussed what the September site visits will entail.

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 Revised Policy 5.1020.1 COVID-19 Modifications Policy. Educational Service Center of Lake Erie West will be holding a virtual board training on Saturday, October 16, 2021 from 9:00 am. to 12:00 p.m.

**Revised Policy 5.1020.1 COVID-19 Modifications Policy**

**PTCE-2021-09-10**

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving Revised Policy 5.1020.1 COVID-19 Modifications Policy, 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 Bogusia Chmielewski, and was seconded by Donna Stelter, to adjourn.

All board members concurred

Motion Carried: 6:14 p.m.

  
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President

  
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Secretary