

Constellation Schools: Stockyard Community Elementary  
Board Meeting Minutes  
Thursday, November 18, 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: None

ACCEL Schools LLC present: Chad Carr, Sarah O'Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, Brittney Lester, Julia Howerton, Laura Lukich, Garrick Lukich, Brian Preseren and Lisa Vinarcik.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa, Massa Financial Solutions LLC

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – October 21, 2021**

**SCE-2021-11-01**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the minutes of October 21, 2021, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2021/2022 is 169.

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

No report.

**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**

No report.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O'Bryan requested board approval for Personnel Actions. Resignations and Separations were presented as information only.

Board approval was requested for a Supplemental for Staff Members Performing Additional School Duties.

**Personnel Actions**

**SCE-2021-11-02**

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

**Supplemental for Staff Members Performing Additional School Duties**

**SCE-2021-11-03**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the Supplemental for Staff Members Performing Additional School Duties, as presented (see attached).  
All board members concurred  
Motion Carried

**X. Facilities Manager Report**

Garrick Lukich requested board approval for the Electric Utility Supplier Agreement.

**Electric Utility Supplier Agreement**

**SCE-2021-11-04**

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

**XI. Business and Safety Manager Report**

Brian Preseren requested board approval for Liability Insurance.

**Liability Insurance**

**SCE-2021-11-05**

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

**XII. Marketing Report**

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

**XIII. Treasurer Report**

Dave Massa requested board approval for the October, 2021 Financial Reports. Board approval was requested for an extension of the HINKLE Filing Extension. Board approval was requested to adopt the Resolution approving Massa Financial Solutions, LLC Financial Policies and Controls Manual.

**October, 2021 Financial Reports**

**SCE-2021-11-06**

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

**HINKLE Filing Extension**

**SCE-2021-11-07**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the HINKLE Filing Extension by 60 days, as presented (see attached).  
All board members concurred  
Motion Carried

**Resolution Approving Massa Financial Solutions, LLC Financial Policies  
And Controls Manual**

**SCE-2021-11-08**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Resolution for Massa Financial Solutions, LLC Financial Policies and Controls Manual (see attached).

All board members concurred

Motion Carried

**XIV. Superintendent Report**

Sarah O'Bryan requested board approval for Resolution approving Revised Policy 2.1310 Student Transportation, Revised Policy 4.1010 Application Process, Revised Policy 4.1040 Information Required Prior to Admission, Revised Policy 5.1070.1 Use of Face Masks/Coverings. The following Appendix were for information only: Appendix 2.1310-A Bus Driver Qualifications, Appendix 2.1310-B Bus Inspection, Appendix 2.1310-C Field Trip Permit and Appendix 2.1310-D Pre-Trip Safety Training Verification. Sarah requested that the board members acknowledge they reviewed the October Superintendent Residency Verification Report.

**Resolution – Revised Policy 2.1310 Student Transportation**

**SCE-2021-11-09**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Resolution for Revised Policy 2.1310 Student Transportation, as presented (see attached).

All board members concurred

Motion Carried

**Resolution – Revised Policy 4.1010 Application Process**

**SCE-2021-11-10**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Resolution for Revised Policy 4.1010 Application Process, as presented (see attached).

All board members concurred

Motion Carried

**Resolution – Revised Policy 4.1040 Information Required Prior to Admission**

**SCE-2021-11-11**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Resolution for Revised Policy 4.1040 Information Required Prior to Admission, as presented (see attached).

All board members concurred

Motion Carried

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

**SCE-2021-11-12**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Resolution for Revised Policy 5.1070.1 Use of Face Masks/Coverings, as presented (see attached).

All board members concurred

Motion Carried

**Acknowledgment of Superintendent Residency Verification Report**

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer and Thomas Bonner acknowledged they reviewed the October Superintendent Residency Verification 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: November, 2021

General Updates:

The November sponsor update discussed the difference of meeting minutes vs. resolutions. Many tasks required by the Department of Education, are now requesting resolutions be submitted as documentation in place of meeting minutes. When using a resolution over meeting minutes, the resolution should be straight forward with the wording

of the document and should describe the action the board agreed to take. The resolution should be written on the school's letterhead and include the date as well as the names of the parties to the resolution. For more information regarding board resolutions, or to view a sample, please reach out to the ESC of Lake Erie West Community Schools Team Leaders, Kristi Hayward or Julie Kadri.

With the passing of House Bill 110, ORC 3314.355 prohibits using any report card prior to the 2022 – 2023 school year in determining if a community school is subject to closure. Therefore, due to the pandemic there has been a reset of automatic closure due to Local Report Card rankings and the 2022 – 2023 Local Report Card will become the new starting point.

During the October site visit all monthly compliance items were reviewed and marked compliant. During the classroom observations it was evident that teaching and learning was occurring. During the November site visits I will be conducting student file reviews and we will be discussing the culture and climate in the building.

Our Financial Consultant Linda Moyer 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)**

**\*\*New goals will be set in the fall of 2021, for the 2021-2022 school year\*\***

**XVI. Public Comment**

No report.

**New Business**

No report.


**Adjourn**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, to adjourn.

All board members concurred

Motion Carried: 6:15 p.m.

  
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President

  
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Secretary