

Constellation Schools: Puritas Community Elementary  
Board Meeting Minutes  
Thursday, April 21, 2022  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Chad Carr 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

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

Sponsor representative: Joyce Lewis

Financial Services: David Massa, Massa Financial Solutions LLC

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – March 24, 2022**

**PTCE-2022-04-01**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the minutes of March 24, 2022 as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2021/2022 is 161. Re-enrollment for 2022/2023 is 110.

**Approval of Field Trips**

**PTCE-2022-04-02**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the field trips, as presented.

All board members concurred

Motion Carried

**V. Committee Reports**

The LPDC April 6, 2022 Minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

No report.

**Curriculum & Instruction Program Coordinator**

Christine Garten requested board approval for My World Interactive Curriculum and Interactive Science for the 2022-2023 School Year.

**My World Interactive Curriculum**

**PTCE-2022-04-03**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving My World Interactive Curriculum for the 2022-2023 School Year as presented (see attached).

All board members concurred

Motion Carried

**Interactive Science Curriculum**

**PTCE-2022-04-04**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Interactive Science Curriculum for the 2022-2023 School Year as presented (see attached).  
All board members concurred  
Motion Carried

**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**

Nursing Services Report was made available to the board members.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O’Bryan requested board approval to ratify Personnel Actions for Employee Contracts for the 2022/2023 School Year. Board approval was requested to ratify Crisis Response Stipends. Board approval was requested for New Policy 3.3190 Tuition Reimbursement Policy. Appendix 3.3190-A Tuition Reimbursement Pre-Approval Form was for information only.

**Approval to Ratify Employee Contracts for 2022/2023 School Year**

**PTCE-2022-04-05**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving ratifying the Personnel Actions for Employee Contracts for the 2022-2023 School Year, as presented (see attached).  
All board members concurred  
Motion Carried

**Approval to Ratify Crisis Response Stipends**

**PTCE-2022-04-06**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving to ratify the Crisis Response Stipends, as presented (see attached).  
All board members concurred  
Motion Carried

**New Policy 3.3190 Tuition Reimbursement Policy**

**PTCE-2022-04-07**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving New Policy 3.3190 Tuition Reimbursement Policy, 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 the board members.

**XIII. Treasurer Report**

Dave Massa requested board approval for the March, 2022 Financial Reports.

### **March, 2022 Financial Reports**

PTCE-2022-04-08

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the March, 2022 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

### **XIV. Superintendent Report**

Sarah requested that the board members acknowledge they reviewed the Superintendent Residency Verification Report.

### **Acknowledgment of Superintendent Residency Verification Report**

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer, and Thomas Bonner acknowledged they reviewed the 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, April, 2022

General Updates:

The monthly Sponsor Update newsletter from the ESCLEW was emailed on April 1, 2022. Highlights included:

- The Five-Year Forecast is due in Epicenter by April 30, 2022. Meeting minutes/or resolution are not required to be submitted with the task but is required to be board approved prior to submission.
- 11.6 Governing Authority Goals are required to be completed by June 30, 2022. The school(s) will be evaluated on all goals for 21-22, and results will be reported out on the Annual Evaluation this fall.
- Sunshine Laws requirement for all governing authority members is also due by June 30, 2022.
- Optional Finance Workshop will be held through the ESC of Lake Erie West on May 4, 2022 through virtual format. An email invitation was sent out to register.
- June 30, 2022 is the last month that governing authority meetings are permitted to be conducted virtually. If any changes are made to the legislations, the ESCLEW will notify all governing authority members

During the March site visits, I had the opportunity to observe the classrooms. All classrooms were following their education plan. This month's site visits consist of a Special Education file review.

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.

**Please let me know which month(s) would be a good time for your board to join me for a site visit at this school to satisfy goal 1. You have all attended a sunshine law training which will satisfy the last activity so you only need to choose one additional activity under goal 2.**

1. Each board member will complete a building walk through and site visit with the ESCLEW RTAE during the School Year.
2. Members of the Board will collectively participate in at least 2 of the following activities:
  - Visit the school or observe a series of virtual lessons while classes are in session;
  - Attend a school event or participate in a virtual school event (I.e. field trip, professional development, graduation, promotion, opening convocation, motivational speaker);
  - Attend in person, virtually, or conference call a sponsor visit to the school;
  - Serve on a committee related to the school (I.e. professional development, LPDC, finance, scholarship, golf event, holiday committee);
  - Attend in person or virtually a regional, state, or national conference related to school choice or charter schools (I.e. National Charter School conference)

- Participate in an in-person or virtual professional development focusing on supporting the needs of a charter school

**Evidence on progress of making the goals is listed above by school.**

Making Progress

**XVI. Public Comment**

No report.

**New Business**

No report.

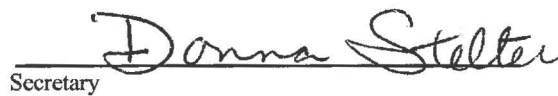
**Adjourn**

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