

Constellation Schools: Puritas Community Elementary  
Board Meeting Minutes  
Thursday, May 19, 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 and Thomas Bonner. Absent: Rodney Spencer.

School Staff present: Victoria Wasilewski

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

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 – April 21, 2022**

**PTCE-2022-05-01**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of April 21, 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 105.

**V. Committee Reports**

The LPDC May 19, 2022 Minutes were made available to the board members.

The Wellness Committee May 17, 2022 Minutes were made available to the board members.

**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. Board approval was requested to ratify the contract with Ohio Developmental Supports Transportation. Board approval was requested to ratify the agreement with Positive Education Program.

**Ratify Ohio Developmental Supports Transportation**

**PTCE-2022-05-02**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving to ratify the Ohio Developmental Supports Transportation Contract, as presented (see attached).

All board members concurred

Motion Carried

**Ratify Positive Education Program Agreement**

**PTCE-2022-05-03**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving to ratify the Positive Education Program Agreement, as presented (see attached).

All board members concurred

Motion Carried

**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 for Personnel Actions. Board approval was requested for the Health Insurance and Benefits Renewal for 2022-2023 allowing the Board President to sign the Memorandum of Understanding once drafted by Board Council.

**Personnel Actions**

**PTCE-2022-05-04**

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

All board members concurred

Motion Carried

**Resolution – Health Insurance and Benefits Renewal for 2022/2023 Allowing the Board President to sign the Memorandum of Understanding once drafted by Board Council**

**PTCE-2022-05-05**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving the Health Insurance and Benefits Renewal for 2022/2023 and to allow the Board President to sign the Memorandum of Understanding once drafted by Board Council, 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 April, 2022 Financial Reports. Board approval was requested for the updated 2022 Five Year Forecast which includes the FY23 Projection. Board approval was requested for a Facility Leases for 2023.

**April, 2022 Financial Reports**

**PTCE-2022-05-06**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the April, 2022 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

**Updated 2022 Five Year Forecast (Includes FY23 Projection)**

**PTCE-2022-05-07**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Updated 2022 Five Year Forecast (Includes FY23 Projection), as presented (see attached).

All board members concurred  
Motion Carried

**Facility Lease - Eleventh Addendum to Original Lease**

**PTCE-2021-05-08**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Eleventh 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, 2022 through June 30, 2023, 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. Board approval was requested for New Policy 3.2550 Non-Bachelor’s Substitute Teachers for 2021-2022 School Year Only. Board approval was requested for Revised Policy 1.4060 Public Participation at Meetings; Revised Policy 2.1090.1 Title IX Grievance Procedure; Revised Policy 2.2040.4 Student Assessment and Academic Prevention Intervention Services; Revised Policy 2.2110 College Credit Plus – Advanced Standing Program; Revised Policy 3.5020 Performance Evaluation of Staff (“OTES 2.0”); Revised Policy 4.2020.1 Anti-Harassment, Intimidation, and Bullying Policy; Revised Policy 4.2020.2 Anti-Hazing Policy; Revised Policy 4.2070.1 Military Recruitment and Student Privacy; Revised Policy 5.1250 Positive Behavioral Interventions and Supports, Seclusion, and Restraint; Revised Policy 5.2290 School Emergency Management Plan; Revised Policy 5.2320 Student Suicide; Revised Policy 5.4010 Food Service; and Revised Policy 7.8060 Staff Reimbursement. Board approval was requested for a Contract Modification with the Educational Service Center of Lake Erie West.

**Acknowledgment of Superintendent Residency Verification Report**

Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner acknowledged they reviewed the Superintendent Residency Verification Report.

**New Policy 3.2550 Non-Bachelor’s Substitute Teachers for 2021-2022 School Year Only**

**PTCE-2022-05-09**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving New Policy 3.2550 Non-Bachelor’s Substitute Teachers for 2021-2022 School Year Only, as presented (see attached).

All board members concurred  
Motion Carried

**Revised Policy 1.4060 Public Participation at Meetings**

**PTCE-2022-05-10**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 1.4060 Public Participation at Meetings, as presented (see attached).

All board members concurred  
Motion Carried

**Revised Policy 2.1090.1 Title IX Grievance Procedure**

**PTCE-2022-05-11**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 2.1090.1 Title IX Grievance Procedure, as presented (see attached).

All board members concurred  
Motion Carried

**Revised Policy 2.2040.4 Student Assessment and Academic Prevention Intervention Services**

**PTCE-2022-05-12**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 2.2040.4 Student Assessment and Academic Prevention Intervention Services, as presented (see attached).

All board members concurred  
Motion Carried

**Revised Policy 2.2110 College Credit Plus – Advanced Standing Program** **PTCE-2022-05-13**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 2.2110 College Credit Plus – Advanced Standing Program, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 3.5020 Performance Evaluation of Staff (“OTES 2.0”)** **PTCE-2022-05-14**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 3.5020 Performance Evaluation of Staff (“OTES 2.0), as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 4.2020.1 Anti-Harassment, Intimidation, and Bullying Policy** **PTCE-2022-05-15**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 4.2020.1 Anti-Harassment, Intimidation, and Bullying Policy, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 4.2020.2 Anti-Hazing Policy** **PTCE-2022-05-16**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 4.2020.2 Anti-Hazing Policy, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 4.2070.1 Military Recruitment and Student Privacy** **PTCE-2022-05-17**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 4.2070.1 Military Recruitment and Student Privacy, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 5.1250 Positive Behavioral Interventions and Supports, Seclusion, And Restraint** **PTCE-2022-05-18**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 5.1250 Positive Behavioral Interventions and Supports, Seclusion, and Restraint, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 5.2290 School Emergency Management Plan** **PTCE-2022-05-19**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 5.2290 School Emergency Management Plan, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 5.2320 Student Suicide** **PTCE-2022-05-20**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 5.2320 Student Suicide, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 5.4010 Food Service** **PTCE-2022-05-21**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 5.4010 Food Service, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 7.8060 Staff Reimbursement**

**PTCE-2022-05-22**

A motion was made by Thomas Bonner was seconded by Bogusia Chmielewski, approving Revised Policy 7.8060 Staff Reimbursement, as presented (see attached).

All board members concurred

Motion Carried

**Contract Modification No. 14 with the Educational Service Center of Lake Erie West**

**PTCE-2021-05-23**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Contract Modification No.14 with the Educational Service Center of Lake Erie West, as presented (see attached)

All board members concurred

Motion Carried

**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, May, 2022

General Updates:

- All community schools who have a blended learning declaration on file for the duration of the school year will be required to complete the data collection worksheet regardless if the blended learning model was implemented or not and sign the ESCLEW blended learning declaration form confirming the ceasing of the declaration and return to the ESCLEW Team Leader of Academics, Kristi Hayward, at [khayward@esclakeeriewest.org](mailto:khayward@esclakeeriewest.org) by June 30, 2022.
- Community schools are required to complete at least one emergency drill per month as long as students are in the building. If students are in the building just two days into the month of June, an emergency drill is required by law to be completed.

All of the April site visits were completed. The special education files that were reviewed were marked complaint. During the May site visit we will be discussing the year as a whole in order to collect FY22 data to be included in the annual evaluation of the school.

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.

No Progress

**XVI. 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: 6:24 p.m.

  
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President

  
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Secretary