

Constellation Schools: Puritas Community Elementary  
Annual Board Meeting Minutes  
Thursday, June 16, 2022  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Chad Carr called the meeting to order at 6:02 p.m. with the following members present: Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner. Absent: Rodney Spencer

School Staff present: None

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

Sponsor representative: Joyce Lewis

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – May 19, 2022**

**PTCE-2022-06-01**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of May 19, 2022 as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2021/2022 is 160. Re-enrollment for 2022/2023 is 125.

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

Debbie Piazza requested board approval for a Supplemental Request for SY 2021-2022. Board approval was requested for a Supplemental Request for SY 2022-2023. Debbie Piazza requested that the board members acknowledge they reviewed the Harassment-Intimidation Report for the 2021-2022 Reported and Confirmed Second Semester.

**Supplemental Request for SY 2021-2022**

**PTCE-2022-06-02**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Supplemental Request for SY 2021-2022, as presented (see attached).

All board members concurred

Motion Carried

**Supplemental Request for SY 2022-2023**

**PTCE-2022-06-03**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Supplemental Request for SY 2022-2023, as presented (see attached).

All board members concurred

Motion Carried

**Acknowledgment of the Harassment-Intimidation Report for the 2021-2022 Reported and Confirmed Second Semester**

Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner acknowledged they reviewed the Harassment-Intimidation Report for the 2021-2022 Reported and Confirmed Second Semester.

**Curriculum & Instruction Program Coordinator**

Christine Garten requested board approval for the Title I School-Wide Handbook Revised June, 2022.

**Title I School-Wide Handbook Revised June, 2022**

**PTCE-2022-06-04**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Title I School-Wide Handbook Revised June, 2022, 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. Board approval was requested for the Crisis Prevention Institute Quote.

**Crisis Prevention Institute Quote**

**PTCE-2022-06-05**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Crisis Prevention Institute Quote, as presented (see attached).

All board members concurred

Motion Carried

**Support Services Program Coordinator**

No report.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

Laura Lukich requested board approval for the Purchase of Student Devices – Chromebooks.

**Purchase of Student Devices - Chromebooks**

**PTCE-2022-06-06**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Purchase of Student Devices – Chromebooks, as presented (see attached).

All board members concurred

Motion Carried

**IX. Human Resources Report**

Sarah O'Bryan requested board approval to Ratify Personnel Actions for Employee Contracts for 2022/2023 School Year. Resignations and Separations were for information only.

**Ratify Personnel Actions for Employee Contracts for the 2022/2023 School Year**

**PTCE-2022-06-07**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving to Ratify the Personnel Actions for Employee Contracts for the 2022/2023 school year, 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**

No report.

### **XIII. Treasurer Report**

Sarah O'Bryan requested board approval for the May, 2022 Financial Reports. The 2022-2023 Finance Committee Meeting Schedule was made available to the board members.

#### **May, 2022 Financial Reports**

**PTCE-2022-06-08**

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

All board members concurred

Motion Carried

### **XIV. Superintendent Report**

Sarah O'Bryan requested that the board members acknowledge they reviewed the Superintendent Residency Verification Report. Board approval was requested for 2022-2023 Schedule of Board Meeting Dates. Board Approval was requested for Revised Policy 3.3060 Sick Leave. Sarah O'Bryan requested that the board members acknowledge they reviewed 5.4020 Wellness Policy.

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

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

#### **2022/2023 Schedule of Board Meeting Dates**

**PTCE-2022-06-09**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the 2022/2023 Schedule of Board Meeting Dates, as presented (see attached).

All board members concurred

Motion Carried

#### **Revised Policy 3.3060 Sick Leave**

**PTCE-2022-06-10**

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

All board members concurred

Motion Carried

#### **Acknowledgment of 5.4020 Wellness Policy**

Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner acknowledged they reviewed the 5.4020 Wellness Policy.

### **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: June, 2022

General Updates:

The ESC of Lake Erie West will be offering governing authority professional development through a book club forum in the near future. This opportunity is free to community school board members and can count towards professional development goals. Please keep a look out for sign-up information.

In June there is no formal site visit but we will meet virtually to review evidence on the school's 11.6 goals towards their Annual Performance Report.

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.

**Puritas Community Elementary: NOT MET**

Each board member will complete a building walk through and site visit with the ESCLEW RTAE during the School Year.

1. Visit the school or observe a series of virtual lessons while classes are in session;
2. Attend a school event or participate in a virtual school event (i.e. field trip, professional development, graduation, promotion, opening convocation, motivational speaker);
3. Attend in person, virtually, or conference call a sponsor visit to the school;
4. Serve on a committee related to the school (I.e. professional development, LPDC, finance, scholarship, golf event, holiday committee);
5. Attend in person or virtually a regional, state, or national conference related to school choice or charter schools (i.e. National Charter School conference)

**XVI. Public Comment**

Sarah O’Bryan provided an introduction to the Public Hearing for IDEA Part B and IDEA ARP Public Funds Use Hearing.

The purpose of this hearing is to give the public an opportunity to provide comment on the School’s use of IDEA Part B funding and IDEA ARP Public Funds Use Hearing.

There was a request for public comment. No public comment was offered.

**New Business**

Sarah O’Bryan requested the Election of Board Members and the Election of Officers.

**Appointment of Board Members**

**PTCE-2022-06-11**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, electing Charles Ledger, Bogusia Chmielewski, Donna Stelter, Thomas Bonner and Rodney Spencer to serve as board members for Constellation Schools: Puritas Community Elementary  
All board members concurred  
Motion Carried

**Appointment of Board President – Charles Ledger**

**PTCE-2022-06-12**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, electing Charles Ledger as Board President for Constellation Schools: Puritas Community Elementary.  
All board members concurred  
Motion Carried

**Appointment of Board Vice President – Bogusia Chmielewski**

**PTCE-2022-06-13**

A motion was made by Charles Ledger, and was seconded by Thomas Bonner, electing Bogusia Chmielewski as Board Vice President for Constellation Schools: Puritas Community Elementary.  
All board members concurred  
Motion Carried

**Appointment of Board Secretary – Donna Stelter**

**PTCE-2022-06-14**

A motion was made by Charles Ledger, and was seconded by Thomas Bonner, electing Donna Stelter as Board Secretary for Constellation Schools: Puritas Community Elementary.  
All board members concurred  
Motion Carried

**Adjourn**

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

All board members concurred

Motion Carried: 6:20 p.m.

  
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President

  
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Secretary