

Constellation Schools: Puritas Community Elementary
Board Meeting Minutes
Thursday, March 16, 2023
Constellation Schools – Administrative Offices, Parma, Ohio

I. Roll Call

Sarah O'Bryan called the meeting to order at 6:03 p.m. with the following members present: Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner. Absent: Rodney Spencer

School staff present: Victoria Marshall

ACCEL Schools LLC present: Sarah O'Bryan, Mary Beth Oko, Christine Garten, Kate Craft, Julia Howerton, Brian Preseren and Lisa Vinarcik.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa, Massa Financial Solutions LLC

Victoria Marshall shared a presentation with board members highlighting Achievement, Staff and Student Culture, Customer Service, and Enrollment and Events at their School.

II. Adoption of Agenda

The agenda was adopted as presented.

III. Approval of Minutes

Approval of Minutes – January 19, 2023

PTCE-2023-03-01

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of January 19, 2023, as presented.

All board members concurred.

Motion Carried

IV. Principal Report

Enrollment for school year 2022/2023 is 155.

Approval of Field Trips

PTCE-2023-03-02

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 February 1, 2023 Agenda/Minutes was made available to the board members.

VI. Education Services

Education Program Coordinator

Christine Garten requested board approval for a Supplemental Request. Board approval was requested for the 2023/2024 School Calendar.

Supplemental Request

PTCE-2023-03-03

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

All board members concurred.

Motion Carried

2023/2024 School Calendar

PTCE-2023-03-04

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the 2023/2024 School Calendar, 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.

School Nurse Program Coordinator

No report.

VIII. Technology Report

No report.

IX. Human Resources Report

Sarah O'Bryan requested board approval for Personnel Actions for the 2022-2023 School Year. Board approval was requested to Ratify the Personnel Action. Board approval was requested for Employment Contracts for School Year 2023/2024. Board approval was requested to ratify the Renewal Agreement with DocuSign.

Personnel Actions for the 2022/2023 School Year

PTCE-2023-03-05

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Personnel Actions for the 2022/2023 school year, as presented (see attached).
All board members concurred.
Motion Carried

Ratify Personnel Action

PTCE-2023-03-06

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving to Ratify the Personnel Action, as presented (see attached).
All board members concurred.
Motion Carried

Employment Contracts for SY 2023/2024

PTCE-2023-03-07

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Employment Contracts for SY 2023/2024, as presented (see attached).
All board members concurred.
Motion Carried

Ratify Renewal Agreement with DocuSign

PTCE-2023-03-08

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving to Ratify the Renewal Agreement with DocuSign, 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

Lisa Vinarcik gave an update on the new website for Constellation Schools.

XIII. Treasurer Report

Dave Massa requested board approval for the January, 2023 and February, 2023 Financial Reports.

January, 2023 Financial Report

PTCE-2023-03-09

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the January, 2023 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

February, 2023 Financial Report

PTCE-2023-03-10

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the February, 2023 Financial Report, 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 February 2023 and March 2023, Superintendent Residency Verification Report. Board approval was requested to Readopt Policy 2.1190.1 Parent and Family Engagement in Title I Programs. Board Approval was requested for Revised Policy 2.2120 Career Advising and Student Success Plans. Board approval was requested for New Policy 5.2350 Child Sexual Abuse and Violence Prevention. Board Approval was requested to Rescind Policy 7.8130 Credit Cards. Board approval was requested for Appendix 5.2290-B Ohio Model Threat Assessment Requirement. Board approval was requested to ratify approval of the Kaleidoscope Education Solutions Agreement.

Acknowledgment of Superintendent Residency Verification Report for February, 2023 and March, 2023

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

Readopt Policy 2.1190.1 Parent and Family Engagement in Title I Programs

PTCE-2023-03-11

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, to Readopt Policy 2.1190.1 Parent and Family Engagement in Title I Programs, as presented (see attached).

All board members concurred.

Motion Carried

Revised Policy 2.2120 Career Advising and Student Success Plans

PTCE-2023-03-12

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 2.2120 Career Advising and Student Success Plans, as presented (see attached).

All board members concurred.

Motion Carried

New Policy 5.2350 Child Sexual Abuse and Violence Prevention

PTCE-2023-03-13

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the New Policy 5.2350 Child Sexual Abuse and Violence Prevention, as presented (see attached).

All board members concurred.

Motion Carried

Rescind Policy 7.8130 Credit Cards

PTCE-2023-03-14

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving to Rescind Policy 7.8130 Credit Cards, as presented.

All board members concurred.

Motion Carried

Appendix 5.2290-B Ohio Model Threat Assessment Requirement

PTCE-2023-03-15

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Appendix 5.2290-B Ohio Model Threat Assessment Requirement, as presented (see attached).

All board members concurred.

Motion Carried

Ratify Kaleidoscope Education Solutions Agreement

PTCE-2023-03-16

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving to Ratify the Kaleidoscope Education Solutions Agreement, 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: March, 2023

General Updates:

The Ohio Attorney General’s FY23 School Safety Grant, or SSG grant for \$2,500.00 or \$5.50 per student, whichever amount is greater. House Bill 110 gives school leaders flexibility to determine how the grant funds can best benefit student safety. More information is linked to the full ESCLEW March Sponsor Update.

The March site visit will primarily focus on a review of the school’s 11.6 goal progress, ensuring the school is prepared for the Ohio State Tests, follow up on student Reading Improvement and Monitoring Plans, and a review of the school’s teacher/administrator evaluation progress.

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.

Goal: **Same goal for all schools:** In at least 4 out of 10 meetings for the 2022-2023 school year, 4 out of 5 board members will attend the monthly board meeting.

Evidence: They have had at least 4 board members present for 4 board meetings.

Progress – Met Goal

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 6:35 p.m.



President



Secretary