

Constellation Schools: Puritas Community Elementary  
Annual Board Meeting Minutes  
Thursday, May 16, 2024  
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

**I. Roll Call**

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

School staff present: Vicki Marshall

ACCEL Schools LLC Present: Chad Carr, Mary Beth Oko, Debbie Piazza, Christine Garten, Julia Howerton, Garrick Lukich, and Brian Preseren.

Sponsor representative: Julie Kadri

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – April 18, 2024**

**PTCE-2024-05-01**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the minutes of April 18, 2024, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2023/2024 is 142.

Re-Enrollment for school year 2024/2025 is 94.

**Approval of Field Trips**

**PTCE-2024-05-02**

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

All board members concurred.

Motion Carried

**V. Committee Reports**

The LPD May 8, 2024, Minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Debbie Piazza requested board members acknowledge they reviewed the Bullying, Harassment, and Intimidation Recording. Board approval was requested for the Resolution for the FY2025 School Year Plan for Completion of Make-Up Days via Web Access.

Charles Ledger, Donna Stelter, Rodney Spencer, and Thomas Bonner acknowledged they reviewed the Bullying, Harassment, and Intimidation Recording.

**Resolution – FY2025 School Year Plan for Completion of Make-Up Days**

**Via Web Access**

**PTCE-2024-05-03**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Resolution for the FY2025 School Year Plan for Completion of Make-Up Days Via Web Access, as presented (see attached).

All board members concurred.

Motion Carried

**Curriculum & Instruction Program Coordinator**

Christine Garten requested board approval for the Reading Curriculum from McGraw Hill – Wonders for Grades K-5. Board approval was requested for the Revised Title I Handbook.

**Reading Curriculum from McGraw Hill – Wonders for Grades K-5**

**PTCE-2024-05-04**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Reading Curriculum from McGraw Hill – Wonders for Grades K-5, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Title I Handbook**

**PTCE-2024-05-05**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Revised Title I Handbook, as presented (see attached).

All board members concurred.

Motion Carried

**VII. Student Services**

**Special Education Program Coordinator**

Special Education Numbers for May 2024 were made available to the board members.

**School Nurse Program Coordinator**

The Nursing Service Report was made available to the board members.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Chad Carr requested board approval for Bonus Payments for Returning 12 Month Employees on July 5, 2024. Board approval was requested for Bonus Payments – May 2024.

**Bonus Payments for Returning 12 Month Employees on July 5, 2024.**

**PTCE-2024-05-06**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Bonus Payments for Returning 12 Month Employees on July 5, 2024, as presented (see attached).

All board members concurred.

Motion Carried

**Bonus Payments – May 2024**

**PTCE-2024-05-07**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Bonus Payments - May 2024, 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**

Chad Carr requested board approval for the April 2024 Financial Reports. Board approval was requested for the updated 2024 Five Year Forecast (includes FY 25 Projection). Board Approval was requested for the 990 Tax Return. Board approval was requested for the Facility Leases for 2025. The 2024-2025 Finance Committee Meeting Schedule was for information only.

**April 2024 Financial Report**

**PTCE-2024-05-08**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the April 2024 Financial Report, as presented (see attached).  
All board members concurred.  
Motion Carried

**Updated 2024 Five Year Forecast (includes FY25 Projection)**

**PTCE-2024-05-09**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Updated 2024 Five Year Forecast (includes FY25 Projection), as presented (see attached).  
All board members concurred.  
Motion Carried

**990 Tax Return**

**PTCE-2024-05-10**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the 990 Tax Return, as presented (see attached).  
All board members concurred.  
Motion Carried

**Facility Lease - Thirteenth Addendum to Original Lease**

**PTCE-2024-05-11**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Thirteenth 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, 2024, through June 30, 2025, as presented (see attached).  
All board members concurred.  
Motion Carried

**XIV. Superintendent Report**

Chad Carr requested that the board members acknowledge they reviewed the May 2024 Superintendent Residency Verification Report. Board approval was requested for the 2024-2025 Schedule of Board Meeting Dates.

**Acknowledgment of Superintendent Residency Verification Report for May 2024**

Charles Ledger, Donna Stelter, Rodney Spencer, and Thomas Bonner acknowledged they reviewed the May 2024 Superintendent Residency Verification Report.

**2024-2025 Schedule of Board Meeting Dates**

**PTCE-2024-05-12**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the 2024-2025 Schedule of Board Meeting Dates, as presented (see attached).  
All board members concurred.  
Motion Carried

**XV. Sponsor Update**

<b>Presented by:</b>	<b>Joyce Lewis</b>	<b>In Person</b>
Governing Authority Highlights / Important updates from ESCLEW	The state allocated \$64 million from the operating budget to subsidize the cost of high-quality instructional materials aligned with the Science of Reading for schools. These funds were disbursed on April 12th through the community school foundation payment. The spreadsheet detailing the allocations is available on the Department's website, where community schools can locate their funding information. If a school believes its alignment with the Science of Reading is incorrect on the spreadsheet, they are encouraged to contact ReadOhio@education.ohio.gov by Friday, May 17th.	
Recent Site Visit Highlights	At the April site visit we completed reviews of Task #223 for K-6 grades (child sexual abuse prevention) and Task #224 for grades 7-12 (sexual violence prevention). It was confirmed that parental notification and access to materials for students in prevention instruction was given (Task #225) Additionally, we reviewed compliance with Task #706 (Erin's Law) for in-service training in abuse prevention, delivered by law enforcement or prosecutors.	

	The May site visit includes a building walkthrough, a check for emergency drill compliance, an update on state and benchmark testing completion, an update on staff retention and needs, and an update on student retention and the third-grade reading guarantee. We will also review data and documentation needs for the school's 11.6 goal review for the June site visit.
Financial Update	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.
Any questions asked by the Governing Authority for the Sponsor?	
Follow up provided	

School Governance Performance Targets and Metrics					
Measure Domain	Assessment	Exceeds the Standard (6 points)	Meets the Standard (4 points)	Approaches the Standard (2 points)	Falls Below the Standard (0 points)
School Governance	Board Engagement	100% of board members attend two (2) or more school visits or school-sponsored events	100% of board members attend at least one (1) school visit or school-sponsored event	At least one board member attends at least one (1) school visit or school-sponsored event	Zero (0) board members attend a school visit or school-sponsored event
<b>Evidence:</b> Not started					
School Governance	Required Number of Regular Board Meetings		Six (6) Meetings held per year	Five (5) meetings held per year	Four (4) or fewer meetings held per year
<b>Evidence:</b> They have had board meetings during the following months: July August September October November January March April					

School Governance	Required Number of Board Members		Five (5) or more sponsor approved board members for all meetings		Fewer than five (5) sponsor approved board members for one (1) or more meetings
<b>Evidence:</b> They currently have 5 board members.					
School Governance	Proper Meeting Notice		Timely public notice for all meetings, reschedules, and cancellations	Timely public notice not provided for one (1) meeting, reschedule, or cancellation	Timely public notice not provided for two (2) or more meetings, reschedules, or cancellations
<b>Evidence:</b> They are currently in compliance with this.					
School Governance	Required Board Member Training		Completion of Open Meetings and Public Records for 100% of board members	Completion of Open Meetings and Public Records for 80-99% of board members	Completion of Open Meetings and Public Records for less than 80% of board members
<b>Evidence:</b> Not Started					
School Governance	Board Member Attendance	Overall member attendance is >90%	Overall member attendance is between 80-90%	Overall member attendance is between 70-79%	Overall member attendance is <70%
<b>Evidence:</b> Attendance will be tracked beginning in November. November: 5/5 January: 4/5 March: 4/5 April: 4/5					

**XVI. Old Business**

No report.

**XVII. Public Comment**

No report.

**XVIII. New Business**

Chad Carr introduced 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 comments 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.  
No report.

**Adjourn**

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

All board members concurred.

Motion Carried 6:25 p.m.

VICE President 

Secretary 