

Constellation Schools: Puritas Community Elementary
Board Meeting Minutes
Thursday, July 18, 2024
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

I. Roll Call

Sarah O’Bryan called the meeting to order at 6.01 p.m. with the following members present: Bogusia Chmielewski, Donna Stelter and Thomas Bonner. Absent: Charles Ledger and Rodney Spencer

School staff present: Vicki Marshall & Becky Goss

ACCEL Schools LLC Present: Sarah O’Bryan

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa

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

Appointment of Board Members **PTCE-2024-07-01**

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

All board members concurred.

Motion Carried

Appointment of Board President – Charles Ledger **PTCE-2024-07-02**

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-2024-07-03**

A motion was made by Thomas Bonner, and was seconded by Donna Stelter, 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-2024-07-04**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, electing Donna Stelter as Board Secretary for Constellation Schools: Puritas Community Elementary.

All board members concurred.

Motion Carried

Awards and Recognitions –The School was presented with the Accel Gold Award and the Specials Award was presented to Florina Tom, Art Teacher for Teacher of the Year.

II. Adoption of Agenda

The agenda was adopted as presented.

III. Approval of Minutes

Approval of Minutes – May 16, 2024 **PTCE-2024-07-05**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of May 16, 2024, as presented.

All board members concurred.

Motion Carried

IV. Principal Report

Enrollment for school year 2024/2025 is 98.

V. Committee Reports

No report.

VI. Education Services

Education Program Coordinator

Board approval was requested for AmeriCorps Tutoring Services for School Year 2024-2025.

AmeriCorps Tutoring Services for School Year 2024-2025

PTCE-2024-07-06

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the AmeriCorps Tutoring Services for School Year 2024-2025, as presented (see attached).

All board members concurred.

Motion Carried

Curriculum & Instruction Program Coordinator

Christine Garten requested board approval for Disposal of Assets.

Disposal of Assets

PTCE-2024-07-07

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

All board members concurred.

Motion Carried

VII. Student Services

Special Education Program Coordinator

No report.

School Nurse Program Coordinator

No report.

VIII. Technology Report

No report.

IX. Human Resources Report

Sarah O'Bryan requested board approval to ratify Personnel Requests for the 2024-2025 School Year. Resignations and Separations were made available to the board members as information only.

Ratify Personnel Requests for SY 2024-2025

PTCE-2024-07-08

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving ratifying the Personnel Request for School Year 2024-2025, 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

Dave Massa requested board approval for the May and June 2024 Financial Reports.

May and June 2024 Financial Report

PTCE-2024-07-09

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the May and June 2024 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 June and July 2024 Superintendent Residency Verification Report. Board approval was requested for the 2024-2025 Parent/Student Handbook. Board approval was requested for New Policy 4.2170 Student Cellular Phones in School. Board approval was requested for Revised Policy 3.2550 Non-Bachelor’s Substitute Teachers. Board approval was requested for Revised Policy 3.3190 Tuition Reimbursement.

Acknowledgment of Superintendent Residency Verification Report for June and July 2024

Bogusia Chmielewski, Donna Stelter and Thomas Bonner acknowledged they reviewed the June and July 2024 Superintendent Residency Verification Report.

2024-2025 Parent/Student Handbook

PTCE-2024-07-10

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the 2024-2025 Parent/Student Handbook, as presented (see attached).

All board members concurred.

Motion Carried

New Policy 4.2170 Student Cellular Phones in School

PTCE-2024-07-11

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving New Policy 4.2170 Student Cellular Phones in School, as presented (see attached).

All board members concurred.

Motion Carried

Revised Policy 3.2550 Non-Bachelor’s Substitute Teachers

PTCE-2024-07-12

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 3.2550 Non-Bachelor’s Substitute Teachers, as presented (see attached).

All board members concurred.

Motion Carried

Revised Policy 3.3190 Tuition Reimbursement

PTCE-2024-07-13

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 3.3190 Tuition Reimbursement, as presented (see attached).

All board members concurred.

Motion Carried

XV. Sponsor Update

The Educational Service Center of Lake Erie West will be holding their annual Statewide meeting on September 18, 2024.

Month July

<p>Governing Authority Highlights / Important updates from ESCLEW</p>	<p>The ESCLEW Community Schools Center is reviewing spring assessment scores for data verification in annual reports. These reports for all sponsored schools will be shared with Governing Authority members by October 1, 2024. The team is preparing to ensure accurate monitoring and oversight for the 2024-2025 school year, ensuring compliance with state and federal laws. Additionally, a Fall Open Meeting and Public Records training for sponsored schools is being planned, with details to be announced soon.</p>
	<p>Site visits will resume at the start of the 24-25 school year.</p>

Recent Site Visit Highlights	
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
Evidence:					
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
Evidence:					
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

Evidence:					
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
Evidence:					
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
Evidence:					
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%
Evidence:					

XVI. Old Business

No report.

XVII. Public Comment

No report.

XVIII. New Business

No report.

Adjourn

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

All board members concurred.

Motion Carried 6:36 p.m.



 President



 Secretary