

Constellation Schools: Puritas Community Elementary  
Special Board Meeting Minutes  
Thursday, January 23, 2025  
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

**I. Roll Call**

Sarah O’Bryan called the meeting to order at 6:06 p.m. with the following members present: Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer, and Thomas Bonner.

School staff present: Victoria Marshall and Becky Goss.

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

Sponsor representative: Joyce Lewis

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – November 21, 2024**

**PTCE-2025-01-01**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the minutes of November 21, 2024, as presented.

All board members concurred.

Motion Carried

Christine Garten presented information on Tiered Behavior Intervention.

**IV. Principal Report**

Enrollment for school year 2024/2025 - 118.

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

Debbie Piazza requested board members acknowledge they reviewed the Bullying, Harassment, and Intimidation Reporting document.

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer, and Thomas Bonner acknowledge they reviewed the Bullying, Harassment, and Intimidation Reporting document.

**Curriculum & Instruction Program Coordinator**

No report.

**VII. Student Services**

**Special Education Program Coordinator**

The Special Education Numbers for January 2025 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 to Ratify Personnel Actions. Board approval was request for Stipends. Resignation and Separations were made available to the board members as information only.

**Ratify Personnel Actions**

**PTCE-2025-01-02**

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

All board members concurred.

Motion Carried

**Stipends**

**PTCE-2025-01-03**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Stipends, 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 November and December 2024 Financial Reports.

**November & December 2024 Financial Reports**

**PTCE-2025-01-04**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the November & December 2024 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

**XIV. Superintendent Report**

Sarah O’Bryan requested board approval for Revised Policy 2.1150 Rights of Individuals with Disabilities. Board approval was requested for Appendix 2.1150-A Special Education Model Policies and Procedures. Board approval was requested for New Policy 7.6070.1 Borrowing and Lending Money. Board approval was requested for Revised Policy 2.2110 College Credit Plus- Advanced Stading Program. Board approval was requested for Revised Policy 2.2070 Promotion and Retention Policy. Board approval was requested for Revised Policy 5.1240.1 AED and CPR Training. Board approval was requested for Vector Solutions Schedule A Revision Effective February 15, 2025. Board Approval was requested for Student Wellness and Success Funds.

**Revised Policy 2.1150 Rights of Individuals with Disabilities**

**PTCE-2025-01-05**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving Revised Policy 2.1150 Rights of Individuals with Disabilities, as presented (see attached).

All board members concurred.

Motion Carried

**Appendix 2.1150-A Special Education Model Policies and Procedures**

**PTCE-2025-01-06**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving Appendix 2.1150-A Special Education Model Policies and Procedures, as presented (see attached).

All board members concurred.

Motion Carried

**New Policy 7.6070.1 Borrowing and Lending Money**

**PTCE-2025-01-07**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving New Policy 7.6070.1 Borrowing and Lending Money, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 2.2070 Promotion and Retention Policy**

**PTCE-2025-01-08**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving Revised Policy 2.2070 Promotion and Retention Policy, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 5.1240.1 AED and CPR Training**

**PTCE-2025-01-09**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving Revised Policy 2.11240.1 AED and CPR Training, as presented (see attached).

All board members concurred.

Motion Carried

**Vector Solutions Schedule A Revision Effective February 15, 2025**

**PTCE-2025-01-10**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Vector Solutions Schedule A Revision Effective February 15, 2025, as presented (see attached).

All board members concurred.

Motion Carried

**Student Wellness and Success Funds Plan**

**PTCE-2025-01-11**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Student Wellness and Success Funds Plan, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

Month: January

<p>Governing Authority Highlights/Important updates from ESCLEW</p>	<p>Chronic absenteeism significantly impacts student success. Younger students with consistent attendance are more likely to meet key milestones like the 3rd Grade Reading Guarantee, while high school students are more likely to graduate on time. This month’s site visit focused heavily on attendance and the requirements of HB410. To learn more about HB410, you can find the FAQ here.</p>
<p>Recent Site Visit Highlights</p>	<p><b>January Compliance Visit:</b></p> <p>This month is a compliance visit. During these visits, the review will focus on HB 410 compliance</p> <p>Upcoming site visit is:</p> <ul style="list-style-type: none"> <li>• January 13, 2025</li> </ul> <p><b>Special Education File Review Summary</b></p>

	<p>Conducted by: Jessica Bair, Special Education Specialist, ESC of Lake Erie West School: Constellation Schools Puritas Elementary</p> <p><b>Part 1: Review of Special Education Files for Accuracy and Quality of Completion</b></p> <ul style="list-style-type: none"> <li>• A file review was conducted on December 12, 2024, followed by a summary meeting on January 9, 2025.</li> <li>• For the 2024–2025 school year, Constellation Puritas achieved a special education compliance rate of 67%, reflecting a 19% improvement from the 2023–2024 school year.</li> </ul> <p><b>Part 2: Review of Special Education Fidelity and Alignment – Documentation Verification</b></p> <ul style="list-style-type: none"> <li>• During the 2023–2024 school year, 71% of the school’s documentation aligned with the reviewed IEPs.</li> <li>• Based on these results, the school is exempt from Part 2 of the review process this year.</li> </ul> <p>If you have any questions or concerns about the special education file review, please contact: Jessica Bair Special Education Specialist ESC of Lake Erie West Email: <a href="mailto:jbair@esclakeeriewest.org">jbair@esclakeeriewest.org</a></p> <p style="text-align: center;">○</p>
Financial Updates	The ESCLEW Community Schools Financial Consultant held a monthly meeting with the school’s treasurer, a completed report was emailed following the meeting. If you have any concerns with your school’s financials, please contact your school’s treasurer.

**School Governance Performance Targets and Metrics**

Measure Domain	Assessment	Exceeds the Standard (6 points)	Meets the Standard (4 points)	Approaches the Standards (2 points)	Falls Below the Standards (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: <b>Charles Bogusia Donna Rodney Thomas</b>					

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: July August September October November					
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: July – 5 August – 5 September 5 October 5 November - 5					
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: in compliance					
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
Charles complete Thomas complete Donna complete Bogusia complete Rodney					
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: October – ¾ November – 5/5					

**XVI. Old Business**

No report.

**XVII. Public Comment**

No report.

**XVIII. New Business**

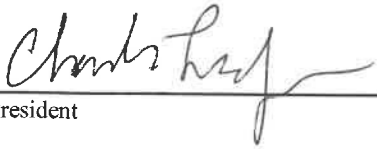
No report.

**Adjourn**

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

All board members concurred.

Motion Carried 6:35 p.m.

  
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President

  
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Secretary