

Constellation Schools: Puritas Community Elementary
Board Meeting Minutes
Thursday, March 20, 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, and Thomas Bonner. Absent: Rodney Spencer.

School staff present: Vickie Marshall

ACCEL Schools LLC Present: Sarah O'Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, Kate Craft, Julia Howerton, 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 – January 23, 2025

PTCE-2025-03-01

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of January 23, 2025, as presented.

All board members concurred.

Motion Carried

IV. Principal Report

Enrollment for school year 2024/2025 – 117.

Re-Enrollment for school year 2025/2026 – 77.

Approval of Field Trips

PTCE-2025-03-02

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 2025 Agenda/Minutes were made available to the board members.

VI. Education Services

Education Program Coordinator

No report.

Curriculum & Instruction Program Coordinator

No report.

VII. Student Services

Special Education Program Coordinator

The Special Education Numbers for March 2025 were made available to the board members.

School Nurse Program Coordinator

The School Nurse Report for March 2025 was made available to the board members.

VIII. Technology Report

No report.

IX. Human Resources Report

Sarah O'Bryan requested board approval for Stipends. Board approval was requested for the Transition of Employer of Record 2025/2026 SY (Summary & Sample Employment Agreement attached).

Stipends

PTCE-2025-03-03

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

All board members concurred.

Motion Carried

Transition of Employer of Record 2025/2026 SY

PTCE-2025-03-04

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Transition of Employer of Records for the 2025/2026 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 January and February 2025 Financial Reports. Board approval was requested for Massa Financial Solutions, LLC – Financial Policies and Controls Manual v. 2025.

January & February 2025 Financial Reports

PTCE-2025-03-05

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the January & February 2025 Financial Reports, as presented (see attached).

All board members concurred.

Motion Carried

Massa Financial Solutions, LLC – Financial Policies and Controls Manual v. 2025

PTCE-2025-03-06

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Massa Financial Solutions, LLC – Financial Policies and Controls Manual v. 2025, as presented (see attached).

All board members concurred.

Motion Carried

XIV. Superintendent Report

Sarah O'Bryan requested board approval for Revised Policy 2.1190.4 Parent Review of Instructional Materials. Board approval was requested for Revised Policy 2.1070.1 Parental Notification of Student Health and Well-Being. Board approval was requested for the 2025/2026 School Calendar. Board approval was requested for the Facilities & Maintenance Expense Reimbursement – FY25.

Revised Policy 2.1190.4 Parent Review of Instructional Materials

PTCE-2025-03-07

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 2.1190.4 Parent Review of Instructional Materials, as presented (see attached).

All board members concurred.

Motion Carried

Revised Policy 2.1070.1 Parental Notification of Student Health and Well-Being **PTCE-2025-03-08**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 2.1070.1 Parental Notification of Student Health and Well-Being, as presented (see attached).
 All board members concurred.
 Motion Carried

2025/2026 School Calendar **PTCE-2025-03-09**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the 2025/2026 School Calendar, as presented (see attached).
 All board members concurred.
 Motion Carried

Facilities & Maintenance Expense Reimbursement – FY25 **PTCE-2025-03-10**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Facilities & Maintenance Expense Reimbursement – FY25, as presented (see attached).
 All board members concurred.
 Motion Carried

XV. Sponsor Update

Month: March

Governing Authority Highlights/Important updates from ESCLEW	<ul style="list-style-type: none"> • Our annual statewide meeting will be on August 8th, 2025. • The 2024 National Assessment of Educational Progress (NAEP), or Nation’s Report Card, assessed reading and math performance for 4th and 8th graders nationwide. While national reading scores declined and 4th-grade math scores improved, Ohio maintained stable performance and outperformed national averages in all categories.
Recent Site Visit Highlights	PTCE: The school has implemented a proactive approach to improving attendance. By making early calls at 20 hours and following up at 32-35 hours, they’ve kept parents informed and accountable, leading to a 51% reduction in attendance plans this year.
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:					
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 January - 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
Evidence: Thomas-completed Charles-completed Donna-completed Bogusia-completed 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 – 4/5 November – 5/5 January – 5/5					

XVI. Old Business

Sarah O'Bryan spoke on Board Member Compensation.

Christine Garten provided board members with a handout for Tiered Academic and Behavioral Instruction.

XVII. Public Comment

No report.

XVIII. New Business

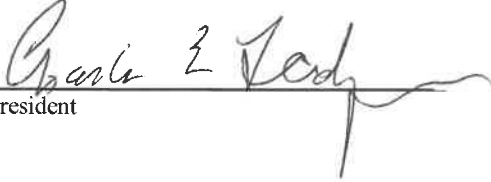
No report.

Adjourn

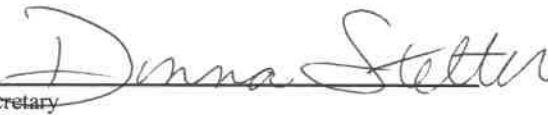
A motion was made by Thomas Bonner and was seconded by Bogusia Chmielewski, to adjourn.

All board members concurred.

Motion Carried 6:32 p.m.



President



Secretary