

Constellation Schools: Puritas Community Elementary  
Board Meeting Minutes  
Thursday, July 17, 2025  
Constellation Schools – Parma Community Middle & High Auditorium, Parma Ohio

**I. Roll Call**

Sarah O’Bryan called the meeting to order at 6:20 p.m. with the following members present: Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner.

School staff present: Jessica Carter

ACCEL Schools LLC Present: Sarah O’Bryan, Mary Beth Oko, Debbie Piazza, Kate Craft, Garrick Lukich, and Brian Preseren.

Sponsor representative: Kristi Hayward

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – May 15, 2025**

**PTCE-2025-07-01**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of May 15, 2025, as presented.

All board members concurred.

Motion Carried

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

**Appointment of Board Members**

**PTCE-2025-07-02**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner electing Charles Ledger, Bogusia Chmielewski, Donna Stelter, 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-2025-07-03**

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-2025-07-04**

A motion was made by Donna Stelter, and was seconded by Thomas Bonner, 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-2025-07-05**

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

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2025/2026 – 105

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

Debbie Piazza requested board approval for AmeriCorps Tutoring Services for School Year 2025-2026.

**AmeriCorps Tutoring Services for School Year 2025-2026**

**PTCE-2025-07-06**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving AmeriCorps Tutoring Services for SY 2025-2026, as presented (see attached).

All board members concurred.

Motion Carried

**Curriculum & Instruction Program Coordinator**

No report.

**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 a Personnel Request for School Year 2024-2025.

**Ratify Personnel Request School Year 2024-2025**

**PTCE-2025-07-07**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, 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**

Sarah O’Bryan requested board approval for the May and June 2025 Financial Reports.

**May and June 2025 Financial Report**

**PTCE-2025-07-08**

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

All board members concurred.

Motion Carried

**XIV. Superintendent Report**

Sarah O’Bryan requested board approval for the 2025-2026 Parent/Student Handbook. Board approval was requested for EMIS Staffing for School Year 2025-2026.

**2025-2026 Parent/Student Handbook**

**PTCE-2025-07-09**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Parent/Student Handbook for School Year 2025/2026, as presented (see attached).

All board members concurred.

Motion Carried

**EMIS Staffing for School Year 2025-2026**

**PTCE-2025-07-10**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the EMIS Staffing for School Year 2025-2026, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

Month: July

Governing Authority Highlights/Important updates from ESCLEW	Now that your schools have received their spring scores, it’s a perfect time to engage building leaders in conversations about their reflections and plans moving forward. Reviewing district and state data provides valuable insights—highlighting strengths, revealing areas for growth, and guiding priorities for the upcoming year.
Recent Site Visit Highlights	Site visits for the 2025-26 school year will begin in September. I will be sure to send out invites to join during the academic site visits.
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:					

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: 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: Charles-Bogusia - Donna - Thomas -					
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 6:30 p.m.

  
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 President

  
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 Secretary