

Constellation Schools: Westside Community School of the Arts  
Special Board Meeting Minutes  
Thursday, August 20, 2020  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Richard Lukich called the meeting to order at 7:15 p.m. with the following members present: Jerry Hilinski, Gary Coupe, and Theresa Smith. Absent: Jacqueline Grimm via Google Meet.

School Staff present: Debbie Rotolo and Howard Waugaman via Google Meet.

Constellation Schools LLC present: Richard Lukich, Becky Keeney, Mary Beth Oko, Caroline Zito, Kim Petonic, Laura Survance, Laura Horvath, Jillian Lukich, Julia Howerton, Brian Preseren, Lisa Vinarcik, Chrissy Garten, Joyce Lewis, Brian Knight and Garrick Lukich via Google Meet.

Sponsor representative: Joe Calinger via Google Meet.

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – July 16, 2020**

**WCSA-2020-08-01**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, to approve the minutes of July 16, 2020, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2020/2021 is 222.

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

Brian Knight requested board approval for the Revised 2020/2021 School Calendar to reflect the First Quarter ends on November 6, 2020. Board approval was requested for the resolution approving the 2020-2021 Constellation Schools Remote Learning Plan.

**Revised 2020/2021 School Calendar**

**WCSA-2020-08-02**

A motion was made by Jerry Hilinski, and was seconded by Theresa Smith, to approve the Revised 2020/2021 School Calendar to reflect the First Quarter ends on November 6, 2020, as presented (see attached).

All board members concurred

Motion Carried

**Resolution for 2020/2021 Constellation Schools Remote Learning Plan**

**WCSA-2020-08-03**

A motion was made by Theresa Smith, and was seconded by Jerry Hilinski, to approve the Resolution for the 2020/2021 Constellation Schools Remote Learning Plan, as presented (see attached).

All board members concurred

Motion Carried

**Professional Development Program Coordinator**

No report.

**Curriculum Program Coordinator**

No report.

**VII. Student Services**

**Special Education Program Coordinator**

No report.

**Support Services Program Coordinator**

No report.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

Laura Survance gave an update on the Broadband Connectivity Ohio Grant as information only.

**IX. Human Resources Report**

Kim Petonic requested board approval for Personnel Action. Kim Petonic requested that the board separately acknowledge the resignation and resulting separation from employment.

**Personnel Actions**

**WCSA-2020-08-04**

A motion was made by Theresa Smith, and was seconded by Jerry Hilinski, approving the Personnel Actions as presented (see attached).

All present board members concurred.

Motion Carried

**X. Facilities Manager Report**

No report.

**XI. Business and Safety Manager Report**

No report.

**XII. Marketing Report**

Refer to the Marketing Activity Report presented in the CS Board Drive.

**XIII Treasurer Report**

Caroline Zito requested board approval for the July, 2020 Financial Report. Board approval was requested for the Com Doc Managed Print Services Proposal. Board approval was requested for the Revised Independent Contractor Agreement.

**July, 2020 Financial Reports**

**WCSA-2020-08-05**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, approving the July, 2020 Financial Reports as recommended by the Finance/Audit Committee (see attached).

All board members concurred

Motion Carried

**Com Doc Managed Print Services Proposal**

**WCSA-2020-08-06**

A motion was made by Theresa Smith, and was seconded by Jerry Hilinski, approving the Com Doc Managed Print Services Proposal, as presented (see attached).

All present board members concurred.

Motion Carried

**Revised Independent Contractor Agreement**

**WCSA-2020-08-07**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, approving the Revised Independent Contractor Agreement, as presented (see attached).

All present board members concurred.

Motion Carried

#### **XIV. Executive Director**

Rebecca Keeney requested board approval for New Policy 5.1070.1 Use of Face Masks/Coverings and New Policy 4.2010.10 Student Bill of Rights/Responsibilities. Board approval was requested to Readopt Policy 2.1070 General Notice of Non-Discrimination. Board approval was requested for the following Revised Policies: Revised Policy 2.1090 Title IX Coordinator; Revised Policy 2.1090.1 Title IX Grievance Procedure; Revised Policy 2.2090 Credit Flexibility Plan; Revised Policy 3.1020.4 Reporting a Complaint; Revised Policy 4.2020 Sexual and Other Forms of Harassment; Revised Policy 4.2020.1 Anti-Harassment, Intimidation, and Bullying Policy. The following new and revised appendix were for information only: New Appendix 2.1090.1-A Form for Formal Complaint of Sexual Harassment; New Appendix 2.1090.1-B Notice to Respondent of Formal Complaint of Sexual Harassment; New Appendix 2.1090.1-C Notice to Complainant of Formal Complaint of Sexual Harassment; New Appendix 2.1090.1-D Notice Regarding Informal Resolution Process; New Appendix 2.1090.1-E Notice of Evidence; New Appendix 2.1090.1-F Notice of Investigative Report Regarding Formal Complaint of Sexual Harassment; New Appendix 2.1090.1-G Question and Answer Request; New Appendix 2.1090.1-H Notice of Determination of Responsibility; New Appendix 2.1090.1-I Notice of Appeal; New Appendix 2.1090.1-J Notice of Appeal Decision and Revised Appendix 1.2060-A Complaint Procedure. Board approval was requested to approve the Resolution for Career Technical Classes. Board approval was requested to approve the Resolution for College/Career Readiness and Financial Literacy.

##### **New Policy 5.1070.1 Use of Face Masks/Coverings**

**WCSA-2020-08-08**

A motion was made by Jerry Hilinski, and was seconded by Theresa Smith, to approve New Policy 5.1070.1 Use of Face Masks/Coverings, as presented (see attached).

All board members concurred

Motion Carried

##### **New Policy 4.2010.10 Student Bill of Rights/Responsibilities**

**WCSA-2020-08-09**

A motion was made by Jerry Hilinski, and was seconded by Theresa Smith, to approve New Policy 4.2010.10 Student Bill of Rights/Responsibilities, as presented (see attached).

All board members concurred

Motion Carried

##### **Readopt Policy 2.1070 General Notice of Non-Discrimination**

**WCSA-2020-08-10**

A motion was made by Theresa Smith, and was seconded by Gary Coupe, to approve Readopting Policy 2.1070 General Notice of Non-Discrimination, as presented (see attached).

All board members concurred

Motion Carried

##### **Revised Policy 2.1090 Title IX Coordinator**

**WCSA-2020-08-11**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, to approve Revised Policy 2.1090 Title IX Coordinator, as presented (see attached).

All board members concurred

Motion Carried

##### **Revised Policy 2.1090.1 Title IX Grievance Procedure**

**WCSA-2020-08-12**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, to approve Revised Policy 2.1090.1 Title IX Grievance Procedure, as presented (see attached).

All board members concurred

Motion Carried

##### **Revised Policy 2.2090 Credit Flexibility Plan**

**WCSA-2020-08-13**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, to approve Revised Policy 2.2090 Credit Flexibility Plan, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 3.1020.4 Reporting a Complaint**

**WCSA-2020-08-14**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, to approve Revised Policy 3.1020.4 Reporting a Complaint, as presented (see attached).  
All board members concurred  
Motion Carried

**Revised Policy 4.2020 Sexual and Other Forms of Harassment**

**WCSA-2020-08-15**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, to approve Revised Policy 4.2020 Sexual and Other Forms of Harassment, as presented (see attached).  
All board members concurred  
Motion Carried

**Revised Policy 4.2020.1 Anti-Harassment, Intimidation, and Bullying Policy**

**WCSA-2020-08-16**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, to approve Revised Policy 4.2020.1 Anti-Harassment, Intimidation, and Bullying Policy, as presented (see attached).  
All board members concurred  
Motion Carried

**Resolution for Career Technical Classes**

**WCSA-2020-08-17**

A motion was made by Theresa Smith, and was seconded by Gary Coupe, to approve the Resolution for Career Technical Classes, as presented (see attached).  
All board members concurred  
Motion Carried

**Resolution for College/Career Readiness and Financial Literacy**

**WCSA-2020-08-18**

A motion was made by Gary Coupe, and was seconded by Jerry Hilinski, to approve the Resolution for College/Career Readiness and Financial Literacy, as presented (see attached).  
All board members concurred  
Motion Carried

**XV. Sponsor Update**

Joe Calinger indicated that he sent the Conflict of Interest form to the board members for them to complete and return back to him.

**XVI. President Report**

No report.

**XVII. Public Comment**

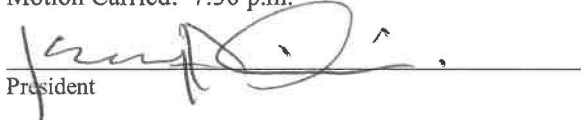
No report.

**New Business**

No report.

**Adjourn**

A motion was made by Theresa Smith, and was seconded by Gary Coupe, to adjourn.  
All board members concurred  
Motion Carried: 7:30 p.m.

  
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President

  
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Secretary