

Constellation Schools: Parma Community  
Special Board Meeting Minutes  
Thursday, September 17, 2020  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Richard Lukich called the meeting to order at 6:45 p.m. with the following members present: John Noga, Bert Butts, Mary Wideman, Leo Tischer and Jerry Bednar via Google Meet.

School Staff present: Leah Walden, William Bogan, Ciara Gaspar, Julie Hamski, Todd Luecke, Charlotte Ray and Colleen Szesze.

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, Chrissy Garten, Brian Knight and Garrick Lukich via Google Meet.

Sponsor representative: Diane Longstreth via Google Meet.

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – August 20, 2020**

**PC-2020-09-01**

A motion was made by Leo Tischer, and was seconded by Bert Butts, to approve the minutes of August 20, 2020, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2020/2021 is 1,381.

**Submission of Grant**

**PC-2020-09-02**

A motion was made by John Noga, and was seconded by Leo Tischer, authorizing the submission of the Leidos Grant, as presented.

All board members concurred

Motion Carried

**Acceptance of Grant**

**PC-2020-09-03**

A motion was made by John Noga, and was seconded by Leo Tischer, accepting the Leidos Grant in the amount of \$363.00 to support their First Lego League (FLL) team for this upcoming school year. The grant covers the kit and registration fees. as presented.

All board members concurred

Motion Carried

**Donation**

**PC-2020-09-04**

A motion was made by John Noga, and was seconded by Leo Tischer, accepting the donation of PE Volleyballs, as presented.

All board members concurred

Motion Carried

**V. Committee Reports**

The Resident Educator Year 1, 2 and 3 August 18, 2020 minutes and the LPDC September 16, 2020 minutes were made available to the board members.

## **VI. Education Services**

### **Education Program Coordinator**

Brian Knight requested board approval for a Supplemental Request for BYU Credit Recovery. Board approval was requested for the 2020/2021 Parent/Student Handbook.

#### **Supplemental Request – BYU Credit Recovery**

**PC-2020-09-05**

A motion was made by Jerry Bednar, and was seconded by Bert Butts, approving the Supplemental Request for BUY Credit Recovery, as presented (see attached).

All board members concurred

Motion Carried

#### **2020/2021 Parent/Student Handbook**

**PC-2020-09-06**

A motion was made by John Noga, and was seconded by Mary Wideman, approving the 2020/2021 Parent/Student Handbook, as presented (see attached).

All board members concurred

Motion Carried

### **Professional Development Program Coordinator**

Joyce Lewis requested board approval for a Field Placement from Western Governors University.

#### **Field Placement from Western Governors University**

**PC-2020-09-07**

A motion was made by Mary Wideman, and was seconded by Bert Butts, approving the Field Placement from Western Governors University, as presented (see attached).

All board members concurred

Motion Carried

### **Curriculum Program Coordinator**

No report.

## **VII. Student Services**

### **Special Education Program Coordinator**

The Special Education Numbers were made available to the board members. Laura Horvath requested board approval for a Supplemental Request for a 504 Coordinator.

#### **Supplemental Request – 504 Coordinator**

**PC-2020-09-08**

A motion was made by Jerry Bednar, and was seconded by Leo Tischer, approving the Supplemental Request for a 504 Coordinator, as presented (see attached).

All board members concurred

Motion Carried

### **Support Services Program Coordinator**

No report.

### **School Nurse Program Coordinator**

No report.

## **VIII. Technology Report**

Laura Survance informed board members that Constellation Schools was a victim of a ransomware cyberattack. No student information was compromised. However, some critical systems were impacted, including the back-up server. Constellation Schools is working with MS-ISAC (a division of the Center of Internet Security that works with the Department of Homeland Security) to ensure that the original vulnerability has been identified and isolated. Additional experts have been engaged for remediation.

Chromebooks for grades 2 and 6 are scheduled for shipment on September 22, 2020. Tablets are scheduled for delivery within the week. Hotspots were acquired through the Broadband Connectivity Grant and are scheduled for shipment September 18, 2020 allowing distribution for families who indicated the need for this.

Temporary technology individuals have been identified to support the full time staff in an effort to expedite the imaging and distribution of these devices.

**IX. Human Resources Report**

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

**Personnel Actions**

**PC-2020-09-09**

A motion was made by Leo Tischer, and was seconded by Bert Butts, 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**

No report.

**XIII Treasurer Report**

Caroline Zito requested board approval for the August, 2020 Financial Report. Caroline spoke on the option to purchase Snow Road as information only.

**August, 2020 Financial Reports**

**PC-2020-09-10**

A motion was made by Leo Tischer, and was seconded by Bert Butts, approving the August, 2020 Financial Reports as recommended by the Finance/Audit Committee (see attached).

All board members concurred

Motion Carried

**XIV. Executive Director**

Rebecca Keeney requested board approval for Revised Policy 4.1010 Application Process for 2020/2021 School Year Only. Board approval was requested for Revised Policy 5.1070.1 Use of Face Masks/Coverings. Board members acknowledged that they reviewed the Pandemic Plan. Board approval was requested for a Resolution appointing a COVID Coordinator.

**Revised Policy 4.1010 Application Process for 2020/2021 School Year Only**

**PC-2020-09-11**

A motion was made by Bert Butts, and was seconded by Leo Tischer, to approve Revised Policy 4.1010 Application Process for 2020/2021 School Year Only, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 5.1070.1 Use of Face Masks/Coverings**

**PC-2020-09-12**

A motion was made by Jerry Bednar, and was seconded by Bert Butts, to approve Revised Policy 5.1070.1 Use of Face Masks/Coverings, as presented (see attached).

All board members concurred

Motion Carried

**Resolution – COVID Coordinator**

**PC-2020-09-13**

A motion was made by Jerry Bednar, and was seconded by Bert Butts, approving the Resolution appointing a COVID Coordinator, as presented (see attached).

All board members concurred

Motion Carried

**XV. Sponsor Update**

No on site visit occurred in September; Diane Longstreth conducted a remote visit with the principal. Attendance, enrollment and the school's learning plan was reviewed.

**XVI. President Report**

No report.

**XVII. Public Comment**

No report.

**New Business**

No report.


**Adjourn**

A motion was made by Leo Tischer, and was seconded by Bert Butts, to adjourn.

All board members concurred

Motion Carried: 6:59 p.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary