

Constellation Schools: Puritas Community Middle  
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 7:15 p.m. with the following members present: Jerry Hilinski, Gary Coupe, Theresa Smith, Jacqueline Grimm and Sean Mendise via Google Meet.

School Staff present: Debbie Piazza and Victoria Wasilewski 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, Chrissy Garten, 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 – August 20, 2020**

**PTCM-2020-09-01**

A motion was made by Jerry Hilinski, and was seconded by Theresa Smith, to approve the minutes of August 20, 2020, as presented.

All board members concurred

Motion Carried

**Election of Board Member – Sean Mendise**

**Election of Board Member Sean Mendise**

**PTCM-2020-09-02**

A motion was made by Jerry Hilinski, and was seconded by Jacqueline Grimm, electing Sean Mendise as a board member for the Constellation Schools: Puritas Community Middle, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2020/2021 is 165.

**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 the 2020/2021 Parent/Student Handbook.

**2020/2021 Parent/Student Handbook**

**PTCM-2020-09-03**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, approving the 2020/2021 Parent/Student Handbook, 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**

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**

**PTCM-2020-09-04**

A motion was made by Theresa Smith, and was seconded by Gary Coupe, 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 grade 6 have been scheduled for shipment on September 22, 2020. 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**

**PTCM-2020-09-05**

A motion was made by Jacqueline Grimm, and was seconded by Gary Coupe, 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.

**August, 2020 Financial Reports**

**PTCM-2020-09-06**

A motion was made by Jerry Hilinski, and was seconded by Theresa Smith, 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**

**PTCM-2020-09-07**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, 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**

**PTCM-2020-09-08**

A motion was made by Gary Coupe, and was seconded by Jerry Hilinski, 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**

**PTCM-2020-09-09**

A motion was made by Jacqueline Grimm, and was seconded by Theresa Smith, approving the Resolution appointing a COVID Coordinator, as presented (see attached).

All board members concurred

Motion Carried

**XV. Sponsor Update**

Joe Calinger emailed board members the monthly board report. Joe thanked the Principals for attending the virtual All Schools Meeting held on September 16, 2020.

**XVI. President Report**

No report.

**XVII. Public Comment**

No report.

**New Business**

No report.

**Adjourn**

A motion was made by Gary Coupe, and was seconded by Jacqueline Smith, to adjourn.

All board members concurred

Motion Carried: 7:32 p.m.

  
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President

  
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Secretary