

Constellation Schools: Westpark Community Middle  
Special Board Meeting Minutes  
Thursday, October 15, 2020  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Richard Lukich called the meeting to order at 6:15 p.m. with the following members present: James Tortelli, Donna Reindel, Lori Hoefs, Deborah Callen and Greg Kozarik via Google Meet.

School Staff present: Michael Becker via Google Meet.

Constellation Schools LLC present: Richard Lukich, Becky Keeney, Mary Beth Oko, Brian Knight, Joyce Lewis, Christine Garten, Laura Horvath, Jillian Lukich, Julia Howerton, Laura Survance, Kim Petonic, Garrick Lukich, Brian Preseren, Lisa Vinarcik, and Caroline Zito 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 – September 17, 2020**

**WCM-2020-10-01**

A motion was made by Greg Kozarik, and was seconded by Deborah Callen, to approve the minutes of September 17, 2020, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2020/2021 is 190.

**V. Committee Reports**

The Resident Educator Year 3 August 18, 2020 minutes and the LPDC October 7, 2020 minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Brian Knight requested board approval for Supplemental Requests. Board approval was requested for Revised Policy 3.5020 Performance Evaluation of Licensed Teaching Staff. Board members acknowledged the Professional Growth and Development Plan – Informal Walkthrough and Formal Evaluation Form and Teacher Evaluation Summary. Board members acknowledged the update on the Reopening Plan. Brian Knight gave an update on the 2020/2021 Parent/Student Handbook which reflects Revised Policy 4.1010 Application Process.

**Supplemental Requests**

**WCM-2020-10-02**

A motion was made by Greg Kozarik, and was seconded by Donna Reindel, approving the Supplemental Requests, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 3.5020 Performance Evaluation of Licensed Teaching Staff**

**WCM-2020-10-03**

A motion was made by Donna Reindel, and was seconded by Greg Kozarik, approving Revised Policy 3.5020 Performance Evaluation of Licensed Teaching Staff, 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.

**Support Services Program Coordinator**

No report.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

Laura Survance gave an update on the ransomware cyberattack and an update on devices – Chromebooks and Hotspots.

**IX. Human Resources Report**

No report.

**X. Facilities Manager Report**

No report.

**XI. Business and Safety Manager Report**

No report.

**XII. Marketing Report**

Highlights/Activities Report was made available.

**XIII Treasurer Report**

Caroline Zito explained that due to the malware intrusion and loss of Quickbooks and data files, no financials have been generated for September. Board approval was requested for an extension of the HINKLE Filing. Board approval was requested to adopt the Resolution for the Revised FY 2021 Annual Budget and Revised FY 2021 Annual Budget in ODE Format.

**HINKLE Filing Extension**

**WCM-2020-10-04**

A motion was made by Donna Reindel, and was seconded by Greg Kozarik, approving the HINKLE Filing Extension by 60 days, as presented (see attached).

All board members concurred

Motion Carried

**Resolution – Revised 2021 Annual Budget and Revised 2021**

**Annual Budget in ODE Format**

**WCM-2020-10-05**

A motion was made by Deborah Callen, and was seconded by Donna Reindel, adopting the resolution approving the Revised 2021 Annual Budget and Revised 2021 Annual Budget in ODE Format, as presented (see attached).

All board members concurred

Motion Carried

**XIV. Executive Director**

Rebecca Keeney requested board approval for Revised Policy 2.1170 Screening, Identification and Accommodation of Students with Special Needs. Board approval was requested for the 2021-2022 New Enrollment Application. Becky Keeney spoke on the Non Academic Goals for the board members.

**Revised Policy 2.1170 Screening, Identification and Accommodation of Students with Special Needs**

**WCM-2020-10-06**

A motion was made by Greg Kozarik, and was seconded by Donna Reindel, to approve Revised Policy 2.1170 Screening, Identification and Accommodation of Students with Special Needs, as presented (see attached).

All board members concurred

Motion Carried

**2021-2022 New Enrollment Application**

**WCM-2020-10-07**

A motion was made by Greg Kozarik, and was seconded by Deborah Callen, to approve the 2021-2022 New Enrollment Application as presented (see attached).

All board members concurred

Motion Carried

Board members acknowledged they reviewed the school health and safety policies/overview presented to them.

**Policy 5.1140 Head Lice Infestation Procedure**

Lice examinations are performed on individual students suspected of having head lice due to signs of infestation or a close contact with an infested person. Screening is completed by trained school personnel. It is not necessary to screen the entire school or the entire classroom, but screening of close contacts including siblings will be completed.

An infestation is identified by a single louse or nit close to the scalp. Parents/ Guardians will be called and explained the findings and methods of treatment. A letter with written instructions will also be provided to the parent. Exclusion can wait until the end of the school day. Students will be excluded from returning to school until properly treated. Confidentiality of the infested student is important. Names of infested students will be shared only with school personnel who need to know.

Treatment and follow-up of infested students and their close contacts is key to control. Parents are expected to use an appropriate pediculicide. Those who prefer a non-chemical treatment must remove all nits prior to their student returning to school. Parents are asked to accompany their student to the school office or health screening prior to re-entering the classroom. The student will then be rescreened by trained personnel or the nurse. There must be an obvious reduction in the number of nits with no nits within ¼" of the scalp. If a pediculicide has not been used the child must be nit free to re-enter the classroom. The nurse will re-examine students with a history of infestation every 10 working day until no evidence of re-infestation is found.

**Policy 5.1240 Automated External Defibrillators**

The School maintains an Automated External Defibrillator (AED) on the premises.

**Policy 5.1240.1 AED and CPR Training**

All employees completed required AED Training by July 1, 2018, and at least once every 5 years thereafter. Employees can voluntarily complete CPR and AED training at their own expense through an independent provider, as long as it is consistent with those provided by the school and a certificate is presented to the school. Instruction is offered to students in grades 9 – 12. Those students incapable of performing the psychomotor skills necessary to perform CPR or use the AED are excused from this instruction. The school uses an instructional program by the American Heart Association or the American Red Cross.

**Policy 5.2320 Student Suicide**

The School recognizes that students may present with self-destructive or suicidal thoughts, which may pose a danger to themselves or others. Each person employed as a nurse, teacher, counselor, school psychologist, or administrator must undergo training in youth suicide awareness and prevention at least once every two years. All School personnel will be watchful of a student who exhibits signs of unusual depression or threatens or attempts suicide. Any signs or the report of such signs from another student or persons' familiar with the Student outside of the School, should be taken seriously. Any concerns will be reported to the Principal and/or School counseling services, including a School Guidance Counselor. The School will follow the risk assessment procedure to determine the level of risk that student poses to him/herself and recommend appropriate steps to maintain his/her safety, include contacting his/her parent. If deemed necessary, the School will contact emergency personnel, including medical or law enforcement personnel.

**Policy 5.2070 Weapons on School Property, in School Vehicle or at a School Sponsored Event**

Possession and or use of weapons in the workplace is prohibited for employees and students at any time on School grounds, in a School vehicle or at a School sponsored event. Exceptions include law enforcement personnel, state or federal officers, agents or employees authorized to carry deadly weapons and are acting within official duties of such position.

Consequences for policy violations may result in disciplinary action, including termination at the School's sole discretion. Using or possessing a weapon in violation of the policy will be considered an act of criminal trespass and will be grounds for immediate removal and possible criminal prosecution

**Policy 5.3300 Prevention of Lead Poisoning**

The school attempts to control the use and maintenance of lead bearing building products and avoids the use of any educational or maintenance procedures or products which may create lead exposures. The school assures an outreach program is communicated to parents/guardians regarding risks to prevent exposures. Information packets are available.

**Policy 5.4040 Peanut or Other Food Allergies**

The School recognizes that food allergies, in some instances, may be severe and even life-threatening. The School has adopted this policy to create a framework for accommodating students with peanut and other food allergies and to reduce the likelihood of severe allergic reactions of students with known food allergies while at School. Parents have the responsibility of providing written notification of allergies at the beginning of each school year. Parents must also provide the School with emergency medications and an Emergency Medical Authorization Form. Parents are responsible for educating their child on managing the food allergy including identify safe foods and reviewing the weekly lunch menu together. The School and the Parents will formulate an allergy action plan together and address what actions will be taken to avoid an exposure. The Plan will address what step to take in the event of an exposure. The plan should be updated annually. The School will share the action plan with appropriate staff.

**XV. Sponsor Update**

Board members received the monthly board report from Joe Calinger. Joe Calinger thanked Directors for participating in the Bi-Annual Review.

**XVI. President Report**

No report.

**XVII. Public Comment**

No report.

**New Business**

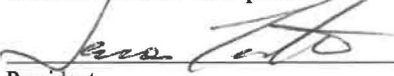
No report.

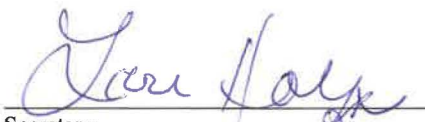
**Adjourn**

A motion was made by Donna Reindel, and was seconded by Greg Kozarik, to adjourn.

All board members concurred

Motion Carried: 6:36 p.m.

  
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President

  
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Secretary