

Constellation Schools: Madison Community Elementary
Special Board Meeting Minutes
Thursday, November 19, 2020
Constellation Schools – Administrative Offices, Parma, Ohio

I. Roll Call

Richard Lukich called the meeting to order at 5:45 p.m. with the following members present: Daniel Ziemba, Charles Ledger, Donna Stelter, Bogusia Chmielewski and Rodney Spencer via Google Meet.

School Staff present: Brittney Lester and Kevin Sheridan 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: Diane Longstreth via Google Meet.

II. Adoption of Agenda

The agenda was adopted as presented.

III. Approval of Minutes

Approval of Minutes – October 15, 2020

MDCE-2020-11-01

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to approve the minutes of October 15, 2020, as presented.

All board members concurred

Motion Carried

Recess to Executive Session

A motion was made by Bogusia Chmielewski and seconded by Rodney Spencer to enter into the Executive Session to consider the employment of a public official. The motion was approved by a roll call vote.

Roll Call Vote: Daniel Ziemba - Yes, Charles Ledger - Yes, Donna Stelter - Yes, Bogusia Chmielewski – Yes, Rodney Spencer – Yes.

The following individuals were invited into the Executive Session with the Board: Richard Lukich and Rebecca Keeney.

The Board returned from the Executive Session at 6:05 p.m.

IV. Principal Report

Enrollment for the school year 2020/2021 is 233

V. Committee Reports

The LPDC November 4, 2020 minutes were made available to the board members.

VI. Education Services

Education Program Coordinator

Brian Knight requested board approval for Revised Policy 4.2070 Student Records and Release Information. The following revised appendices were provided as information only: Revised Appendix 4.2070-A Notice of Rights Under the Family Educational Rights and Privacy Act (FERPA) and Authorization to Release Student Directory Information; Revised Appendix 2.2130-C Community Service Seal; Revised Appendix 2.2140-A Graduation Plan Invitation Letter to Parent and Revised Appendix 2.2140-C Graduation Plan. Brian Knight gave an update on the Education Program and spoke on the survey that the parents received at the parent/teacher conference.

Revised Policy 4.2070 Student Records and Release Information

MDCE-2020-11-02

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, approving Revised Policy 4.2070 Student Records and Release Information, 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

Jillian Lukich gave an update on the School Counselors and the programs they have put in place for students, staff and parents.

School Nurse Program Coordinator

Julia Howerton requested board approval for a resolution appointing the Principal or their designee for Medication Administration for Students.

Resolution Appointing the Principal or their Designee for Medication Administration for Students

MDCE-2020-11-03

A motion was made by Charles Ledger, and was seconded by Bogusia Chmielewski, approving the Resolution Appointing the Principal or their Designee for Medication Administration for Students, as presented (see attached).

All board members concurred

Motion Carried

VIII. Technology Report

Laura Survance gave an update on the ransomware cyber-attack and an update on 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

MDCE-2020-11-04

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, 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

Brian Preseren requested board approval for Insurance Renewals.

Insurance Renewals

MDCE-2020-11-05

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, approving the Property and Liability Insurance Renewals, as presented (see attached).

All present board members concurred.

Motion Carried

XII. Marketing Report

Highlights/Activities Report was made available. Lisa Vinarcik requested board approval for the 2019-2020 Annual Reports.

2019-2020 Annual Reports

MDCE-2020-11-06

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the 2019-2020 Annual Reports, as presented (see attached).

All present board members concurred.

Motion Carried

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 October. Board approval was requested for the Resolution approving the FY2021 Five Year Forecast. Caroline informed the board members that the PPP Loan Forgiveness Application has been submitted to the lender.

Resolution Approving the FY2021 Five Year Forecast

MDCE-2020-11-07

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Resolution for the FY 2021 Five Year Forecast (see attached).

All board members concurred

Motion Carried

XIV. Executive Director

Rebecca Keeney requested board approval for the Compliance with Nutritional Standards Report. Board approval was requested for a Contract Modification with the Educational Service Center of Lake Erie West. Board Approval was requested for the Revised 2020/2021 Management Agreement. Board approval was requested for New Policy 3.4260 Social Networking Websites/Teacher Blogging. New Appendix 3.4260-A Constellation Schools Media Guidelines was presented as information only.

Compliance with Nutritional Standards Report

MDCE-2020-11-08

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, to approve the Compliance with Nutritional Standards Report, as presented (see attached).

All board members concurred

Motion Carried

Contact Modification with Educational Service Center of Lake Erie West

MDCE-2020-11-09

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, to approve Contract Modification #3 with the Educational Service Center of Lake Erie West, as presented (see attached).

All board members concurred

Motion Carried

Revised 2020/2021 Management Agreement

MDCE-2020-11-10

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Revised 2020/2021 Management Agreement, as presented (see attached).

All board members concurred

Motion Carried

New Policy 3.4260 Social Networking Websites/Teacher Blogging

MDCE-2020-11-11

A motion was made by Charles Ledger, and was seconded by Bogusia Chmielewski, approving New Policy 3.4260 Social Networking Websites/Teacher Blogging, as presented (see attached).

All board members concurred

Motion Carried

XV. Sponsor Update

No on site visit occurred in November. Diane Longstreth will continue to monitor attendance, enrollment and the implementation of the learning plan.

XVI. President Report

No report.

XVII. Public Comment

No report.

New Business


No report.

Adjourn

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, to adjourn.

All board members concurred

Motion Carried: 6:33 p.m.



President



Secretary