

Constellation Schools: Westpark 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: Sheila Delzani 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**

**WCE-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 277

**Acceptance of Donation**

**WCE-2020-11-02**

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, accepting a private donation of \$45,000 in honor of their Blue Ribbon Award. The donation will be utilized for technology and supplies, as presented.

All board members concurred

Motion Carried

**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**

**WCE-2020-11-03**

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**

**WCE-2020-11-04**

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.

**Personnel Actions**

**WCE-2020-11-05**

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**

**WCE--2020-11-06**

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**

**WCE-2020-11-07**

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**

**WCE-2020-11-08**

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**

**WCE-2020-11-09**

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**

**WCE-2020-11-10**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, to approve Contract Modification #10 with the Educational Service Center of Lake Erie West, as presented (see attached).

All board members concurred

Motion Carried

**Revised 2020/2021 Management Agreement**

**WCE-2020-11-11**

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**

**WCE-2020-11-12**

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.

  
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President

  
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Secretary