

Constellation Schools: Westpark Community Middle
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 6:34 p.m. with the following members present: James Tortelli, Deborah Callen, Donna Reindel, Greg Kozarik and Lori Hoefs 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 – October 15, 2020

WCM-2020-11-01

A motion was made by Deborah Callen, and was seconded by Lori Hoefs, 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 Donna Reindel and seconded by Greg Kozarik 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: James Tortelli - Yes, Deborah Callen - Yes, Lori Hoefs - Yes, Donna Reindel – Yes, Greg Kozarik - 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 6:48 p.m.

IV. Principal Report

Enrollment for the school year 2020/2021 is 191.

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**WCM-2020-11-02**

A motion was made by Donna Reindel, and was seconded by Deborah Callen 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****WCM-2020-11-03**

A motion was made by Greg Kozarik, and was seconded by Lori Hoefs, 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 that the board separately acknowledge the resignation and resulting separation from employment.

X. Facilities Manager Report

No report.

XI. Business and Safety Manager Report

Brian Preseren requested board approval for Insurance Renewals.

Insurance Renewals**WCM--2020-11-04**

A motion was made by Greg Kozarik, and was seconded by Donna Reindel, 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**WCM-2020-11-05**

A motion was made by Greg Kozarik, and was seconded by Deborah Callen, 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**WCM-2020-11-06**

A motion was made by Lori Hoefs, and was seconded by Greg Kozarik, 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 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**WCM-2020-11-07**

A motion was made by Donna Reindel, and was seconded by Greg Kozarik, to approve the Compliance with Nutritional Standards Report, as presented (see attached).

All board members concurred

Motion Carried

Revised 2020/2021 Management Agreement**WCM-2020-11-08**

A motion was made by James Tortelli, and was seconded by Greg Kozarik, 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**WCM-2020-11-09**

A motion was made by Donna Reindel, and was seconded by Greg Kozarik, approving New Policy 3.4260 Social Networking Websites/Teacher Blogging, as presented (see attached).

All board members concurred

Motion Carried

XV. Sponsor Update

Board members received the monthly board report from Joe Calinger.

XVI. President Report

No report.

XVII. Public Comment

No report.

New Business

No report.

Adjourn

A motion was made by Greg Kozarik, and was seconded by Lori Hoefs, to adjourn.

All board members concurred

Motion Carried: 7:13 p.m.



President

Secretary