

Constellation Schools: Parma Community  
Special Board Meeting Minutes  
Thursday, December 17, 2020  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Richard Lukich called the meeting to order at 6:45 p.m. with the following members present: John Noga, Jerry Bednar, Mary Wideman, Leo Tischer, and Bert Butts via Google Meet.

School Staff present: Leah Walden, William Bogan, Ciara Gaspar, Julie Hamski, Todd Luecke, Charlotte Ray and Colleen Szesze 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 – November 19, 2020**

**PC-2020-12-01**

A motion was made by Jerry Bednar, and was seconded by Bert Butts, to approve the minutes of November 19, 2020, as presented.

All board members concurred

Motion Carried

Acknowledgement and Congratulations to Constellation Schools: Parma Community Elementary - Day Drive, Parma Community Elementary - Pearl Road, Parma Community Intermediate and Parma Community High for being recognized for receiving the 2020 Ohio PBIS Bronze Recognition Award.

**IV. Principal Report**

Enrollment for the school year 2020/2021 is 1,315.

**Acceptance of Grant**

**PC-2020-12-02**

A motion was made by Leo Tischer, and was seconded by Bert Butts, accepting the Donors Choose project “School Counseling Library” which was fully funded, as presented.

All board members concurred

Motion Carried

**Acceptance of Donation**

**PC-2020-12-03**

A motion was made by Leo Tischer, and was seconded by Bert Butts, accepting the donation of Student Comic Books by Superscript Comics and Games, as presented.

All board members concurred

Motion Carried

**V. Committee Reports**

The LPDC December 2, 2020 minutes and the Year 3 Resident Educator November 30, 2020 minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Brian Knight requested board approval for Revised Policy 4.1010 Application Process. Brian gave an update on Appendix 2.2130-E Student Engagement Seal and New Appendix 2.2130-F Biliteracy Seal as information only. An update was presented on OTES and OPES.

**Revised Policy 4.1010 Application Process**

**PC-2020-12-04**

A motion was made by Mary Wideman, and was seconded by John Noga, approving Revised Policy 4.1010 Application Process, 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 cyber-attack and an update on computer 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**

**PC-2020-12-05**

A motion was made by Jerry Bednar, and was seconded by Leo Tischer, 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**

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 November. Board approval was requested for Interschool Services. Board approval was requested for the Renewal Agreement with Scenario Learning.

**Interschool Service Agreements**

**PC-2020-12-06**

A motion was made by John Noga, and was seconded by Bert Butts, approving the Interschool Service Agreements (see attached).  
All board members concurred  
Motion Carried

**Renewal Agreement with Scenario Learning**

**PC-2020-12-07**

A motion was made by Leo Tischer, and was seconded by Bert Butts, approving the Renewal Agreement with Scenario Learning – February 15, 2021 to February 14, 2022 (see attached).

All board members concurred

Motion Carried

**XIV. Executive Director**

Rebecca Keeney requested board approval for New Policy 4.1140 for 2020/2021 Only Calamity Day Make-Up Plan, New Policy 5.1010.1 COVID-19 Modifications Policy, Revised Policy 2.1130 Religion in Schools, Revised Policy 2.2070 Promotion and Retention, Revised Policy 3.2530 Other Employees, Revised Policy 4.1150 Enrollment and Residency, Revised Policy 4.3010 Expulsion and Suspension and Revised Policy 7.5030 Federal Grants Procurement, Monitoring, and Administration. The following Appendix were for information only: New Appendix 1.2050-D Standard Request for Public Records form, New Appendix 1.2050-E Log of Public Records Requests, New Appendix 4.1070-A Parental Notification Regarding Withdrawal of Student, New Appendix 7.5030-C Child Nutrition Programs Procurement, Revised Appendix 7.5030-A Methods of Procurement Using Federal Grant Funds, Revised Appendix 7.5030-B Procurement Procedure for Soliciting Small/Minority/Women Owned Businesses and Labor Surplus Firms, Revised Appendix 3.2150-A Licensure Code of Professional Conduct and Revised Appendix 5.1070-A COVID-19 Specific Procedures. Becky requested an additional board approval, which was not listed on the December Board Agenda, to approve the cyber insurance discussed at the November meeting subject to final review and ratification at the January, 2021 Board Meeting.

**New Policy 4.1140 for 2020/2021 School Year Only Calamity Day Make-Up Plan**

**PC-2020-12-08**

A motion was made by Jerry Bednar, and was seconded by Leo Tischer, to approve New Policy 4.1140 for 2020/2021 School Year Only Calamity Day Make-Up Plan, as presented (see attached).

All board members concurred

Motion Carried

**New Policy 5.1010.1 COVID-19 Modifications Policy**

**PC-2020-12-09**

A motion was made by Bert Butts, and was seconded by Leo Tischer, to approve New Policy 5.1010.1 COVID-19 Modifications Policy, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 2.1130 Religion in Schools**

**PC-2020-12-10**

A motion was made by Bert Butts, and was seconded by Jerry Bednar, to approve Revised Policy 2.1130 Religion in Schools, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 2.2070 Promotion and Retention**

**PC-2020-12-11**

A motion was made by Bert Butts, and was seconded by Jerry Bednar, to approve Revised Policy 2.2070 Promotion and Retention, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 3.2530 Other Employees**

**PC-2020-12-12**

A motion was made by Bert Butts, and was seconded by Jerry Bednar, to approve Revised Policy 2.2530 Other Employees, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 4.1150 Enrollment and Residency**

**PC-2020-12-13**

A motion was made by Bert Butts, and was seconded by Jerry Bednar, to approve Revised Policy 4.1150 Enrollment and Residency, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 4.3010 Expulsion and Suspension**

**PC-2020-12-14**

A motion was made by Bert Butts, and was seconded by Jerry Bednar, to approve Revised Policy 4.3010 Expulsion and Suspension, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 7.5030 Federal Grants Procurement, Monitoring and Administration**

**PC-2020-12-15**

A motion was made by Bert Butts, and was seconded by Jerry Bednar, to approve Revised Policy 7.5030 Federal Grants Procurement, Monitoring and Administration, as presented (see attached).

All board members concurred

Motion Carried

**Cyber Insurance**

**PC-2020-12-16**

A motion was made by Leo Tischer, and was seconded by Bert Butts, approving the Cyber Insurance discussed at the November meeting subject to final review and ratification at the January, 2021 Board Meeting, as presented.

All board members concurred

Motion Carried

**XV. Sponsor Update**

No on site visit occurred in December. Diane Longstreth will continue to monitor attendance and enrollment and discussed climate and culture for both students and staff. Progress on teacher and principal evaluations were discussed.

This month the December sponsor newsletter contains the updates on the ESC of Lake Erie West’s annual report.

**Every year the ESC of Lake Erie West produces an Annual Performance Report for each community school it oversees for use by the school and other stakeholders. The report summarizes the school’s academic performance, legal compliance, financial health and sustainability, and organizational and operational performance according to the most recent data available for the years in review. The Annual Performance Report also provides an overview of the community school’s enrollment demographics for the year in review.**

**The ESC of Lake Erie West is committed to promoting high-quality education for public school students in Ohio. This Annual Performance Report is produced in order to:**

- 1. Provide timely information to the community school on its performance relative to the standards and expectations established by applicable federal and state law and the charter contract.**
- 2. Identify the school’s strengths and any areas needing improvement.**
- 3. Provide information that enables the community and the public to understand the school’s performance, including its fulfillment of public obligations.**

Each month you will receive the monthly finance and enrollment review data from the ESC of Lake Erie West – there were no red flags. **Audit data in this area is limited to spot-checking of fiscal items for compliance and is NOT an evaluation or statement of a school’s overall financial health.** If you have questions about your school’s finances, speak with your treasurer.

- **11.6 goals** – Second submission TA for both schools has been sent via email. The requested changes are minor items to assure the document is of the highest quality.
- **SITE VISIT CHANGE:** Once students return to your buildings for instruction, we will be working with the principals to resume in-school site visits. Each RTAE will be working individually with principals to determine when and how the in-person site visits can be performed safely. We will follow all building protocols as we return to your buildings.

**XVI. President Report**

No report.

**XVII. Public Comment**

No report.

**New Business**

No report.

**Adjourn**

A motion was made by Leo Tischer, and was seconded by Bert Butts, to adjourn.

All board members concurred

Motion Carried: 7:07 p.m.

  
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President

  
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Secretary