

Constellation Schools: Puritas Community Middle  
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 7:15 p.m. with the following members present: Jerry Hilinski, Gary Coupe, Theresa Smith and Sean Mendise via Google Meet. Absent: Jacqueline Grimm.

School Staff present: Debbie Piazza and Victoria Wasilewski 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 – November 19, 2020**

**PTCM-2020-12-01**

A motion was made by Gary Coupe, and was seconded by Sean Mendise, to approve the minutes of November 19, 2020, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for the school year 2020/2021 is 153.

**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 a Supplemental Request for Tutoring. Board approval was requested 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.

**Supplemental Request - Tutoring**

**PTCM-2020-12-02**

A motion was made by Jerry Hilinski, and was seconded by Theresa Smith, approving the Supplemental Request for Tutoring, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 4.1010 Application Process**

**PTCM-2020-12-03**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, 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**

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

**Interschool Service Agreements**

**PTCM-2020-12-04**

A motion was made by Jerry Hilinski, and was seconded by Theresa Smith, approving the Interschool Service Agreements (see attached).

All board members concurred

Motion Carried

**Renewal Agreement with Scenario Learning**

**PTCM-2020-12-05**

A motion was made by Theresa Smith, and was seconded by Gary Coupe, 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** **PTCM-2020-12-06**

A motion was made by Gary Coupe, and was seconded by Sean Mendise, 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** **PTCM-2020-12-07**

A motion was made by Gary Coupe, and was seconded by Sean Mendise, 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** **PTCM-2020-12-08**

A motion was made by Theresa Smith, and was seconded by Sean Mendise, 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** **PTCM-2020-12-09**

A motion was made by Theresa Smith, and was seconded by Sean Mendise, 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** **PTCM-2020-12-10**

A motion was made by Theresa Smith, and was seconded by Sean Mendise, 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** **PTCM-2020-12-11**

A motion was made by Theresa Smith, and was seconded by Sean Mendise, 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** **PTCM-2020-12-12**

A motion was made by Theresa Smith, and was seconded by Sean Mendise, 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** **PTCM-2020-12-13**

A motion was made by Theresa Smith, and was seconded by Sean Mendise, to approve Revised Policy 7.5030 Federal Grants Procurement, Monitoring and Administration, as presented (see attached).

All board members concurred

Motion Carried

**Cyber Insurance** **PTCM-2020-12-14**

A motion was made by Theresa Smith, and was seconded by Sean Mendise, 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**

Joe Calinger provided board members with the monthly board report.

**XVI. President Report**

No report.

**XVII. Public Comment**

No report.

**New Business**

No report.


**Adjourn**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, to adjourn.

All board members concurred

Motion Carried: 7:30 p.m.

  
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President

  
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Secretary