

Constellation Schools: Westside Community School of the Arts
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 Rotolo and Howard Waugaman 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

WCSA-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 240.

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

WCSA-2020-12-02

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

Joyce Lewis requested board approval for a Field Placement Request from Western Governors University.

Field Placement Request from Western Governors University

WCSA-2020-12-03

A motion was made by Theresa Smith, and was seconded by Sean Mendise, approving the Field Placement Request from Western Governors University, as presented (see attached).

All board members concurred

Motion Carried

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 a Resolution to approve the signing of the Mortgage Note and Promissory Note by Board Chair and Signing of Secretary Certificate. Board approval was requested for Interschool Services. Board approval was requested for the Renewal Agreement with Scenario Learning.

Resolution to Approve the Signing of the Mortgage Note and Promissory Note

By Board Chair and Signing of Secretary Certificate

WCSA-2020-12-04

A motion was made by Theresa Smith, and was seconded by Gary Coupe, approving the Resolution to Approve the Signing of the Mortgage Note and Promissory Note by Board Chair and Signing of Secretary Certificate (see attached).

All board members concurred

Motion Carried

Interschool Service Agreements

WCSA-2020-12-05

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

WCSA-2020-12-06

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 **WSCA-2020-12-07**
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 **WSCA-2020-12-08**
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 **WSCA-2020-12-09**
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 **WSCA-2020-12-10**
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 **WSCA-2020-12-11**
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 **WSCA-2020-12-12**
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 **WSCA-2020-12-13**
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 **WSCA-2020-12-14**
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

WCSA-2020-12-15

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.



President



Secretary