

Constellation Schools: Elyria Community  
Special Board Meeting Minutes  
Thursday, January 21, 2021  
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, and Leo Tischer via Google Meet. Absent: Bert Butts

School Staff present: Tom Flood and Brian Belmont via Google Meet.

Constellation Schools LLC present: Richard Lukich, Rebecca 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 – December 17, 2020**

**EC-2021-01-01**

A motion was made by Mary Wideman, and was seconded by Leo Tischer, to approve the minutes of December 17, 2020, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for the school year 2020/2021 is 384.

**Acceptance of Donation**

**EC-2021-01-02**

A motion was made by John Noga, and was seconded by Mary Wideman, accepting a cash donation from the Coltman Thomas J Foundation, as presented.

All board members concurred

Motion Carried

**V. Committee Reports**

The LPDC January 6, 2021 minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Brian Knight requested for board approval for the OTES and OPES which was deemed to be impractical for the 2020-2021 school year. Board members acknowledged that they reviewed the Bullying, Harassment and Intimidation Report for the first half of 2020/2021 school year.

**OTES & OPES Deemed to be Impractical for the 2020/2021 School Year**

**EC-2021-01-03**

A motion was made by Mary Wideman, and was seconded by Leo Tischer, approving OTES & OPES Deemed to be Impractical for the 2020/2021 School Year, as presented.

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 Request for Proposal on multifunction printers, backup and storage procedures and Business Continuity Plan.

**IX. Human Resources Report**

Kim Petonic requested board approval for a change in number of pay periods for contracted employees for the 2021-2021 school year. Board approval was requested to Rescind Policy 3.3040.4 403(b) Tax Deferred Annuities [R.C. §9.91].

**Change in Number of Pay Periods for Contracted Employees**

**For the 2021/2022 School Year**

**EC-2021-01-04**

A motion was made by Leo Tischer, and was seconded by Mary Wideman, approving the Change in Number of Pay Periods for Contracted Employees for the 2021-2022 School Year, as presented (see attached).

All present board members concurred.

Motion Carried

**Rescind Policy 3.3040.4 403(b) Tax Deferred Annuities [R.C. §9.91]**

**EC-2021-01-05**

A motion was made by Leo Tischer, and was seconded by Mary Wideman, approving to Rescind Policy 3.3040.4 403(b) Tax Deferred Annuities [R.C. §9.91], 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 to ratify Cyber Insurance Effective January 8, 2021 through November 8, 2021.

**Ratify Cyber Insurance Effective January 8, 2021 through November 8, 2021**

**EC-2021-01-06**

A motion was made by John Noga, and was seconded by Mary Wideman, approving to Ratify the Cyber Insurance Effective January 8, 2021 through November 8, 2021, as presented (see attached).

All present board members concurred.

Motion Carried

**XII. Marketing Report**

Highlights/Activities Report was made available. Board Members acknowledged that they reviewed the Racial Balance Assessment.

**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 December. Board approval was requested for 2021 Mileage at \$0.56 cents effective January 1, 2021.

**2021 Mileage at \$0.56 cents Effective January 1, 2021**

**EC-2021-01-07**

A motion was made by John Noga, and was seconded by Jerry Bednar, approving the 2021 Mileage at \$0.56 cents Effective January 1, 2021, as presented (see attached).  
All board members concurred  
Motion Carried

**XIV. Executive Director**

Rebecca Keeney requested board approval for a Resolution for Fiscal 2022 Designated Fiscal Officer Waiver.

**Resolution for Fiscal 2022 Designated Fiscal Officer Waiver**

**EC-2021-01-08**

A motion was made by Leo Tischer, and was seconded by Mary Wideman, approving the Resolution for Fiscal 2022 Designated Fiscal Officer Waiver, as presented (see attached).  
All board members concurred  
Motion Carried

**XV. Sponsor Update**

January 2021 – Our site visits remain remote. We will look at attendance, enrollment, climate and culture, and conduct our first review of the schools’ 11.6 goals.

Remember to read all correspondence from the ESC of Lake Erie West. The January 2021 sponsor newsletter will be available later this week. Our December 2020 newsletter is available electronically and contains the following items: The compliance calendar for December, AED and CPR requirements for schools, 11.6 update for schools and boards, Latest PD events and Special education updates and resources

Find the latest ESC sponsor newsletter at our community schools website:  
<http://www.eslakeeriewest.org/CommunitySchools.aspx>

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 – Approved for the school by the sponsor and this month we will begin monitoring the goals.

SITE VISIT CHANGE: Once students return to their building for instruction, we will be working with the principal to resume in-school site visits. Each RTAE will be working individually with the principal 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 building.

**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 Mary Wideman, to adjourn.  
All board members concurred  
Motion Carried: 7:05 p.m.

  
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President

  
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Secretary