

Constellation Schools: Madison Community Elementary
Special Board Meeting Minutes
Thursday, February 18, 2021
Constellation Schools – Administrative Offices, Parma, Ohio

I. Roll Call

Richard Lukich called the meeting to order at 5:45 p.m. with the following members present: Daniel Ziemba, Charles Ledger, Donna Stelter, Bogusia Chmielewski and Rodney Spencer via Google Meet.

School Staff present: Brittney Lester & Kevin Sheridan 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, 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 – January 21, 2021

MDCE-2021-02-01

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to approve the minutes of January 21, 2021, as presented.

All board members concurred

Motion Carried

IV. Principal Report

Enrollment for school year 2020/2021 is 230.

Re-enrollment for the school year 2021/2022 is 69.

Acceptance of Donations

MDCE-2021-02-02

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, accepting the donation of a case Hand Sanitizer from Products Chemical, and winter coats from Coats for Kids, as presented.

All board members concurred

Motion Carried

V. Committee Reports

The LPDC February 3, 2021 were made available to the board members.

VI. Education Services

Education Program Coordinator

Brian Knight gave an update on the Return to School Plan. Board approval was requested for the 2021/2022 School Calendar.

2021/2022 School Calendar

MDCE-2021-02-03

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the 2021/2022 School Calendar, 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 requested board approval for a Bid Acceptance for Multifunction Devices. Laura informed board members that two more Request for Proposals will be posted on the Constellation Schools website on February 22, 2021 for E-Rate Consulting Services and Student Devices.

Bid Acceptance for Multifunction Devices

MDCE-2021-02-04

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, approving the Bid Acceptance for Multifunction Devices, as presented (see attached).

All board members concurred

Motion Carried

IX. Human Resources Report

Kim Petonic requested board approval for Personnel Actions.

Personnel Actions

MDCE-2021-02-05

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Personnel Actions, as presented (see attached).

All board members concurred

Motion Carried.

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

Carline Zito requested board approval for the January, 2021 Financials. Board approval was requested for a Three Year Contract with Rea & Associates for Non-Profit Tax Return. Board approval was requested for an Arrangement Letter for the FY2020 Audit. – Rea & Associates. Caroline informed board members for Year End 2020 there were no awards accrued on the credit cards.

January, 2021 Financials

MDCE-2021-02-06

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, approving the January, 2021 Financials, as presented (see attached).

All board members concurred

Motion Carried

Three Year Contract with Rea & Associates for Non-Profit Tax Return

MDCE-2021-02-07

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving a Three Year Contract with Rea & Associates for Non-Profit Tax Return, as presented (see attached).

All board members concurred

Motion Carried

Arrangement Letter for the FY2020 Audit – Rea & Associates

MDCE-2021-02-08

A motion was made by Charles Ledger, and was seconded by Bogusia Chmielewski, approving the Arrangement Letter for the FY2020 Audit – Rea & Associates, as presented (see attached).

All board members concurred

Motion Carried

XIV. Executive Director

Rebecca Keeney requested board approval for Revised Policy 4.2010.7 Dress Code for the Remainder of the 202/2021 School Year and Revised Policy 3.4170 Mailbox/Email Communication. Board approval was requested for New Policy 5.2340 Website Privacy Policy.

Revised Policy 4.2010.7 Dress Code for the Remainder of the 2020/2021 School Year

MDCE-2021-02-09

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, approving Revised Policy 4.2010.7 Dress Code for the Remainder of the 2020/2021 School Year, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 3.4170 Mailbox/Email Communication

MDCE-2021-02-10

A motion was made by Rodney Spencer, and was seconded by Charles Ledger, approving Revised Policy 3.4170 Mailbox/Email Communication, as presented (see attached).

All board members concurred

Motion Carried

New Policy 5.2340 Website Privacy Policy

MDCE-2021-02-11

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, approving New Policy 5.2340 Website Privacy Policy, as presented (see attached).

All board members concurred

Motion Carried

XV. Sponsor Update

Diane Longstreth provided an update in the board books which provided the following updates:

February 2021 – site visit remains 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 February 2021 sponsor newsletter will be available later this week. Our February 2021 newsletter is available electronically and contains the following items: The compliance calendar for February, Fiscal Officer Waiver, Summer food service Information. Fire drill and safety Q and A. 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.

XVI. President Report

Richard Lukich announced that Brian Knight is leaving Constellation Schools at the end of the month, and that Gary Vojtush will be moving into Brian's position. Richard Lukich praised Brian for his many years of excellent service to the School and offered his thanks to Brian.

XVII. Public Comment

No report.

New Business

No report.

Adjourn


A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to adjourn.

All board members concurred

Motion Carried: 6:03 p.m.



President



Secretary