

Constellation Schools: Parma Community  
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 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, 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**

**PC-2021-02-01**

A motion was made by Leo Tischer, and was seconded by John Noga, to approve the minutes of January 21, 2021, as presented.

All board members concurred

Motion Carried

Board Member Bert Butts acknowledged that he reviewed the Bullying, Harassment and Intimidation Report and the Racial Balance Assessment Report from the January 21, 2021 Board Meeting.

**IV. Principal Report**

Enrollment for school year 2020/2021 is 1,305

Re-enrollment for the school year 2021/2022 is 1,068.

**Acceptance of Donations**

**PC-2021-02-02**

A motion was made by Bert Butts, and was seconded by Leo Tischer, accepting the donation of one case of Hand Sanitizer and Dispenser for each school location from Products Chemical, as presented.

All board members concurred

Motion Carried

Board Member Jerry Bednar joined the board meeting via Google Meet at 6:50 p.m.

Leah Walden, Principal, explained that the school hours will be adjusted for the Intermediate School starting 15 minutes later (8:45 a.m. - 3:30 p.m.) and the Middle School starting 15 minutes earlier (8:30 a.m. – 3:15 p.m.) effective March 22, 2021 in order to work with the Parma City Schools Transportation Department.

**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 for Parma Community.

**2021/2022 School Calendar for Parma Community**

**PC-2021-02-03**

A motion was made by Leo Tischer, and was seconded by Mary Wideman, approving the 2021/2022 School Calendar, as presented (see attached)  
All board members concurred  
Motion Carried

**Professional Development Program Coordinator**

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

**Field Placement from Western Governors University**

**PC-2021-02-04**

A motion was made by John Noga, and was seconded by Leo Tischer, approving the Field Placement 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 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**

**PC-2021-02-05**

A motion was made by Jerry Bednar, and was seconded by Bert Butts, 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**

**PC-2021-02-06**

A motion was made by John Noga, and was seconded by Leo Tischer, approving the Personnel Actions, as presented (see attached).  
All 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 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. Board approval was requested for the Lease Amendment for Parma Community (Snow Road). Caroline informed Board Members for Year End 2020 notification of no awards were accrued on the credit cards.

**January, 2021 Financials**

**PC-2021-02-07**

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

**PC-2021-02-08**

A motion was made by John Noga, and was seconded by Mary Wideman, 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**

**PC-2021-02-09**

A motion was made by Jerry Bednar, and was seconded by Bert Butts, approving the Arrangement Letter for the FY2020 Audit – Rea & Associates, as presented (see attached).

All board members concurred

Motion Carried

**Lease Amendment for Parma Community (Snow Road)**

**PC-2021-02-10**

A motion was made by Jerry Bednar, and was seconded by Bert Butts, approving to Ratify Updating the Certificate of Secretary for Elyria Community, 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**

**PC-2021-02-11**

A motion was made by Jerry Bednar, and was seconded by Bert Butts, 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**

**PC-2021-02-12**

A motion was made by Leo Tischer, and was seconded by John Noga, 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**

**PC-2021-02-13**

A motion was made by John Noga, and was seconded by Leo Tischer, 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 Leo Tischer, and was seconded by John Noga, to adjourn.

All board members concurred

Motion Carried: 7:05 p.m.

  
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President

  
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Secretary