

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

School Staff present: Debbie Piazza and Victoria Wasilewski 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: Joe Calinger via Google Meet.

II. Adoption of Agenda

The agenda was adopted as presented.

III. Approval of Minutes

Approval of Minutes – January 21, 2021

PTCM-2021-02-01

A motion was made by Jacqueline Grimm, and was seconded by Sean Mendise, 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 150.

Re-enrollment for the school year 2021/2022 is 113.

Acceptance of Donations

PTCM-2021-02-02

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, accepting the donation of Hand Sanitizer from Products Chemical and Coast from Operation Warm (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

PTCM-2021-02-03

A motion was made by Jacqueline Grimm, and was seconded by Gary Coupe, 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 Notre Dame.

Field Placement from Notre Dame

PTCM-2021-02-04

A motion was made by Gary Coupe, and was seconded by Jerry Hilinski, approving the Field Placement from Notre Dame, 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

PTCM-2021-02-05

A motion was made by Sean Mendise, and was seconded by Jacqueline Grimm, 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

PTCM-2021-02-06

A motion was made by Gary Coupe, and was seconded by Jerry Hilinski, 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 September, 2020 – December, 2020 Financials. Board approval was requested 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 notification of no awards were accrued on the credit cards.

September, 2020 – December, 2020 Financials

PTCM-2021-02-07

A motion was made by Jerry Hilinski, and was seconded by Jacqueline Grimm, approving the September, 2020 – December, 2020 Financials, as presented (see attached).

All board members concurred

Motion Carried

January, 2021 Financials

PTCM-2021-02-08

A motion was made by Sean Mendise, and was seconded by Gary Coupe, 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

PTCM-2021-02-09

A motion was made by Jacqueline Grimm, and was seconded by Sean Mendise, 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

PTCM-2021-02-10

A motion was made by Jerry Hilinski, and was seconded by Gary Coupe, 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

PTCM-2021-02-11

A motion was made by Jacqueline Grimm, and was seconded by Sean Mendise, 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

PTCM-2021-02-12

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, 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

PTCM-2021-02-13

A motion was made by Gary Coupe, and was seconded by Sean Mendise, approving New Policy 5.2340 Website Privacy Policy, as presented (see attached).

All board members concurred

Motion Carried

XV. Sponsor Update

Board members received the monthly board report from Joe Calinger.

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 Gary Coupe, and was seconded by Jerry Hilinski, to adjourn.

All board members concurred

Motion Carried: 7:30 p.m.



President



Secretary