

Constellation Schools: Westpark 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: Sheila Delzani 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**

**WCE-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 270.

Re-enrollment for the school year 2021/2022 is 212.

**Acceptance of Donation**

**WCE-2021-02-02**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, accepting the donation of Hand Sanitizer from Products Chemical, 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**

**WCE-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**

**WCE-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**

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**

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.

**January, 2021 Financials**

**WCE-2021-02-05**

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**

**WCE-2021-02-06**

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**

**WCE-2021-02-07**

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**

**WCE-2021-02-08**

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**

**WCE-2021-02-09**

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**

**WCE-2021-02-10**

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.esclakeeriewest.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 informed board members that Brian Knight was leaving Constellation Schools at the end of this month, and that Gary Vojtush was moving into Brian’s position.

**XVII. Public Comment**

No report.

**New Business**

No report.

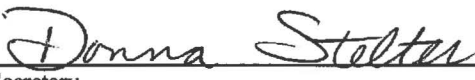
**Adjourn**

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.

  
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President

  
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Secretary