

Constellation Schools: Westpark 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 6:15 p.m. with the following members present: James Tortelli, Donna Reindel, Lori Hoefs, Deborah Callen and Greg Kozarik via Google Meet.

School Staff present: Michael Becker 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**

**WCM-2021-02-01**

A motion was made by Greg Kozarik, and was seconded by Donna Reindel, 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 202.

Re-enrollment for the school year 2021/2022 is 210.

**Acceptance of Donations**

**WCM-2021-02-02**

A motion was made by Donna Reindel, and was seconded by Greg Kozarik, accepting the donation of Hand Sanitizer and Dispenser 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**

**WCM-2021-02-03**

A motion was made by Greg Kozarik, and was seconded by Donna Reindel, 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**

**WCM-2021-02-04**

A motion was made by Deborah Callen, and was seconded by Lori Hoefs, 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**

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**

**WCM-2021-02-05**

A motion was made by Greg Kozarik, and was seconded by Donna Reindel, approving the September, 2020 – December, 2020 Financials, as presented (see attached).

All board members concurred

Motion Carried

**January, 2021 Financials**

**WCM-2021-02-06**

A motion was made by Greg Kozarik, and was seconded by Donna Reindel, 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**

**WCM-2021-02-07**

A motion was made by Lori Hoefs, and was seconded by Deborah Callen, 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**

**WCM-2021-02-08**

A motion was made by James Tortelli, and was seconded by Greg Kozarik, 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 2020/2021 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**

**WCM-2021-02-09**

A motion was made by Greg Kozarik, and was seconded by Donna Reindel, 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**

**WCM-2021-02-10**

A motion was made by Greg Kozarik, and was seconded by Donna Reindel, 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**

**WCM-2021-02-11**

A motion was made by Greg Kozarik, and was seconded by Donna Reindel, 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 Vojnush 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**

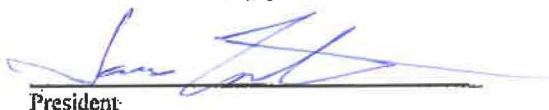
No report.

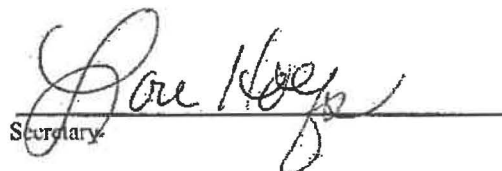
**Adjourn**

A motion was made by Donna Reindel, and was seconded by Lori Hoefs, to adjourn.

All board members concurred

Motion Carried: 6:30 p.m.

  
President

  
Secretary