

Constellation Schools: Westpark Community Elementary  
Special Board Meeting Minutes  
Thursday, March 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: None

Constellation Schools LLC present: Richard Lukich, Rebecca Keeney, Mary Beth Oko, Caroline Zito, Gary Vojtush, Joyce Lewis, Christine Garten, Laura Horvath, Jillian Lukich, Julia Howerton, Laura Survance, Kim Petonic, Brian Preseren, Garrick Lukich and Lisa Vinarcik 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 – February 18, 2021**

**WCE-2021-03-01**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to approve the minutes of February 18, 2021, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for the school year 2020/2021 is 270. Re-enrollment for the school year 2021/2022 is 223

**Acceptance of Donation**

**WCE-2021-03-02**

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, accepting the donation of Hand Sanitizer from Products Chemical, as presented.

All board members concurred

Motion Carried

**V. Committee Reports**

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

**VI. Education Services**

**Education Program Coordinator**

No report.

**Professional Development Program Coordinator**

No report.

**Curriculum Program Coordinator**

Christine Garten requested board approval for the Extended Learning Plan.

**Extended Learning Plan**

**WCE-2021-03-03**

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, approving the Extended Learning Plan, as presented (see attached)

All board members concurred

Motion Carried

**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**

Richard Lukich thanked Julia Howerton, School Nurse Program Coordinator, for organizing the Constellation staff receiving the COVID-19 vaccine.

**VIII. Technology Report**

Laura Survance requested board approval for the SchoolMint Renewal Contact. Board approval was requested for a Bid Acceptance for Student Devices. Board approval was requested for a Bid Acceptance for E-Rate Consulting Services.

**SchoolMint Renewal Contract**

**WCE-2021-03-04**

A motion was made by Bogusia Chmielewski, and was seconded by Charles Ledger, approving the SchoolMint Renewal Contract - April 1, 2021 to March 31, 2022, as presented (see attached).

All board members concurred

Motion Carried

**Bid Acceptance for Student Devices**

**WCE-2021-03-05**

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, approving the Bid Acceptance for Student Devices, as presented (see attached).

All board members concurred

Motion Carried

**Bid Acceptance for E-Rate Consulting Services**

**WCE-2021-03-06**

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, approving the Bid Acceptance for E-Rate Consulting Services, as presented (see attached).

All board members concurred

Motion Carried

**IX. Human Resources Report**

Kim Petonic requested board approval for Personnel Actions. Board Approval was requested for Employment Contract – Daily Substitutes for SY 2021-2022, Employment Contract - Faculty for SY 2021-2022, Employment Contract – Principal for SY 2021-2022 and Statement of Compensation for SY 2021-2022

**Personnel Actions**

**WCE-2021-03-07**

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.

**Employment Contract – Daily Substitutes SY 2021-2022**

**WCE-2021-03-08**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Employment Contract – Daily Substitutes for SY 2021-2022, as presented (see attached).

All board members concurred

Motion Carried

**Employment Contract – Faculty SY 2021-2022**

**WCE-2021-03-09**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Employment Contract – Faculty for SY 2021-2022, as presented (see attached).

All board members concurred

Motion Carried

**Employment Contract – Principal SY 2021-2022**

**WCE-2021-03-10**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Employment Contract – Principal for SY 2021-2022, as presented (see attached).

All board members concurred

Motion Carried

**Statement of Compensation SY 2021-2022**

**WCE-2021-03-11**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Statement of Compensation for SY 2021-2022, as presented (see attached).

All board members concurred

Motion Carried

**X. Facilities Manager Report**

No report.

**XI. Business and Safety Manager Report**

An Executive Summary on School Sanitation was presented by Brian Preseren as information only.

**XII. Marketing Report**

Highlights/Activities Report was made available.

**XIII. Treasurer Report**

Caroline Zito requested board approval for the February, 2021 Financials. Board approval was requested for the Revised ESSER Budget.

**February, 2021 Financials**

**WCE-2021-03-12**

A motion was made by Rodney Spencer, and was seconded by Charles Ledger, approving the February, 2021 Financials, as presented (see attached).

All board members concurred

Motion Carried

**Revised ESSER Budget**

**WCE-2021-03-13**

A motion was made by Charles Ledger, and was seconded by Rodney Spencer, approving the Revised ESSER Budget, as presented (see attached).

All board members concurred

Motion Carried

**XIV. Executive Director**

Rebecca Keeney requested members to acknowledge they reviewed the following Board Policies:

- Policy 2.1190 Parent and Foster Caregiver Involvement
- Policy 2.1190.1 Parent and Family Engagement in Title I Program
- Policy 2.1190.2 Title I - Parents Right to Know
- Policy 2.1190.3 Parental Involvement
- Policy 2.1190.4 Parental Review of Instructional Materials
- Policy 2.1190.5 Parent Support Organization
- Policy 2.1190.6 Parental Consultation Re: Physical Exams
- Policy 2.1190.7 Program Accountability
- Policy 4.2110 Homeless Children and Youth Policy
- Policy 7.5030 Federal Grants Procurement, Monitoring and Administration
- Policy 7.6200 Fixed Asset Policy/Title Assets Policy
- Policy 7.9010 Capital and Maintenance Fund

Board Members Daniel Ziemba, Charles Ledger, Donna Stelter, Bogusia Chmielewski and Rodney Spencer acknowledged they reviewed these Board Policies.

**XV. Sponsor Update**

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

March 2021 – Site visit will return to an on-site visit with follow-up as needed via phone.

Remember to read all correspondence from the ESC of Lake Erie West. The March 2021 sponsor newsletter has been published and contain critical information for the 20-21:

Extended Learning Plans – contents, deadlines, submission details, website publication.

HB 409 – restrictions on retention in 3<sup>rd</sup> grade, employing substitute teachers, 20-21 safe harbor and the reporting of data only on the September 2021 LRC.

Other items include:

The March compliance calendar for Epicenter and Special Education

Five year forecast and the auditor’s statement on loaning of public monies

Special Education Update

Professional Development from the ESC of Lake Erie West

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.

11.6 goals - Academic goals will have little data for the 11.6 evaluation. All of the non-academic goals will have data and we continue to collect this data at each visit/phone check in.

Site Visit Change: We are coming back in March.

**XVI. President Report**

Richard Lukich announced that board meetings will return to an in person format in April.

**XVII. Public Comment**

No report.

**New Business**


No report.


**Adjourn**

A motion was made by Rodney Spencer, and was seconded by Charles Ledger, to adjourn.

All board members concurred

Motion Carried: 6:01 p.m.

  
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President

  
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Secretary