

Constellation Schools: Westside Community School of the Arts  
Board Meeting Minutes  
Thursday, April 15, 2021  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Richard Lukich called the meeting to order at 6:00 p.m. with the following members present: Jerry Hilinski, Gary Coupe, Theresa Smith, Jacqueline Grimm and Sean Mendise.

School Staff present: Debbie Rotolo and Howard Waugaman.

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, and Garrick Lukich.

Sponsor representative: Joe Calinger.

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – March 18, 2021**

**WCSA-2021-04-01**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, to approve the minutes of March 18, 2021, as presented.

All board members concurred

Motion Carried

Richard Lukich requested Board Member Sean Mendise acknowledge he reviewed the following Board Policies from the March 18, 2021 Board Meeting:

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 21190.6 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 Member Sean Mendise acknowledged he reviewed the Board Policies.

**IV. Principal Report**

Enrollment for the school year 2020/2021 is 241. Re-enrollment for the school year 2021/2022 is 133.

**V. Committee Reports**

The LPDC April 6, 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**

No report.

**VII. Student Services**

**Special Education Program Coordinator**

The Special Education Numbers were made available to the board members.

**Support Services Program Coordinator**

Jillian Lukich requested board approval for a bid proposal with PAXIS Institute.

**Executive Summary – Bid Proposal with PAXIS Institute**

**WCSA-2021-04-02**

A motion was made by Jacqueline Grimm, and was seconded by Gary Coupe, approving the Bid Proposal with PAXIS Institute, as presented (see attached).

All board members concurred

Motion Carried

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Kim Petonic requested board approval for Revised Policy 3.3040.1 State Teachers Retirement Systems (STRS).

**Revised Policy 3.3040.1 State Teachers Retirement System (STRS)**

**WCSA-2021-04-03**

A motion was made by Jerry Hilinski, and was seconded by Gary Coupe approving Revised Policy 3.3040.1 State Teachers Retirement System (STRS), 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 to the board members.

**XIII. Treasurer Report**

Caroline Zito requested board approval for the March, 2021 Financials. Board approval was requested for a Contract Renewal Agreement for Meal Services with Preferred Meal Systems, Inc.

**March, 2021 Financials**

**WCSA-2021-04-04**

A motion was made by Theresa Smith, and was seconded by Sean Mendise, approving the March, 2021 Financials, as presented (see attached).

All board members concurred

Motion Carried

**Contract Renewal Agreement with Preferred Meal Systems, Inc.**

**WCSA-2021-04-05**

A motion was made by Jacqueline Grimm, and was seconded by Jerry Hilinski, approving the Contract Renewal Agreement with Preferred Meal Systems, Inc., as presented (see attached).

All board members concurred

Motion Carried

**XIV. Executive Director**

Rebecca Keeney requested board approval to ratify all actions taken during remote board meetings. Board members were requested to review, acknowledge and sign Policy 1.2040 Ethics and Conflict of Interests.

**Ratify All Actions Taken During Remote Board Meetings**

**WCSA-2021-04-06**

A motion was made by Gary Coupe, and was seconded by Jerry Hilinski, approving to Ratifying All Actions Taken During Remote Board Meetings, as presented.

All board members concurred

Motion Carried

Board Members Jerry Hilinski, Gary Coupe, Theresa Smith, Jacqueline Grimm and Sean Mendise acknowledged they reviewed and signed Policy 1.2040 Ethics and Conflict of Interests.

**XV. Sponsor Update**

Joe Calinger provided board members with the monthly report.

**XVI. President Report**

No report.

**XVII. Public Comment**

No report.

**New Business**


No report.


**Adjourn**

A motion was made by Theresa Smith, and was seconded by Gary Coupe, to adjourn.

All board members concurred

Motion Carried: 6:15 p.m.

  
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President

  
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Secretary