

Constellation Schools: Parma Community  
Board Meeting Minutes  
Thursday, May 20, 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: John Noga, Jerry Bednar, Mary Wideman, Leo Tischer and Bert Butts.

School Staff present: Leah Walden, William Bogan, Ciara Gaspar, Julie Hamski, Todd Luecke and Colleen Szesze

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

Sponsor representative: Diane Longstreth.

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – April 15, 2021**

**PC-2021-05-01**

A motion was made by Bert Butts, and was seconded by Leo Tischer, approving the minutes of April 15, 2021, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for the school year 2020/2021 is 1,288. Re-enrollment for the school year 2021/2022 is 1,068.

**V. Committee Reports**

The LPDC May 5, 2021 Minutes were made available to the board members.

The Wellness Committee April 20, 2021 Minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Gary Vojtush requested board approval for a Summer Extended Learning Supplemental. Board approval was requested for a Tutoring Request. Gary Vojtush informed board members that Rishikesh D., a senior at Parma Community, received a Scholarship from the 2021 National Cyber Scholarship Competition.

**Summer Extended Learning Supplemental**

**PC-2021-05-02**

A motion was made by Bert Butts, and was seconded by Leo Tischer, approving the Summer Extended Learning Supplemental, as presented. (see attached)

All board members concurred

Motion Carried

**Tutoring Request**

**PC-2021-05-03**

A motion was made by Jerry Bednar, and was seconded by Bert Butts, approving the Tutoring Request, 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. Laura Horvath requested board approval for a Supplemental for Extended School Year.

**Extended School Year Supplemental**

**PC-2021-05-04**

A motion was made by Leo Tischer, and was seconded by Mary Wideman, approving the Extended School Year Supplemental, as presented (see attached)  
All board members concurred  
Motion Carried

**Support Services Program Coordinator**

Jillian Lukich requested board approval for the Total Education Solutions Consulting and Service Agreement.

**Total Education Solutions Consulting and Service Agreement**

**PC-2021-05-05**

A motion was made by Jerry Bednar, and was seconded by John Noga, approving the Total Education Solutions Consulting and Service Agreement for two years commencing on July 1, 2021 with a term date of June 30, 20, 2023, 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 Personnel Actions. Kim Petonic requested that the board separately acknowledge the resignation and resulting separation from employment. Board Approval was requested for Change in Benefit Providers and Premiums Effective July 1, 2021.

**Personnel Actions**

**PC-2021-05-06**

A motion was made by Bert Butts, and was seconded by Leo Tischer, approving the Personnel Actions, as presented (see attached).  
All board members concurred  
Motion Carried.

**Executive Summary – Change in Benefit Providers and Premiums  
Effective July 1, 2021**

**PC-2021-05-07**

A motion was made by Jerry Bednar, and was seconded by Leo Tischer, approving the Executive Summary for Change in Benefit Providers and Premiums Effective July 1, 2021, as presented (see attached).  
All board members concurred  
Motion Carried

**X. Facilities Manager Report**

No report.

**XI. Business and Safety Manager Report**

Brian Preseren requested board approval for the PPE Donation from the Cuyahoga County Emergency Management Agency.

**PPE Donation**

**PC-2021-05-08**

A motion was made by John Noga, and was seconded by Jerry Bednar, approving the PPE Donation as presented.  
All board members concurred  
Motion Carried

**XII. Marketing Report**

Highlights/Activities Report was made available to the board members.

**XIII. Treasurer Report**

Caroline Zito requested board approval for the April, 2021 Financials. Board approval was request for the Resolution of the updated 2021 Five Year Forecast. Board approval was requested for the 2022 Budgets. Board approval was requested for a Resolution to close CF Bank Account and transfer funds to US Bank.

**April, 2021 Financials**

**PC-2021-05-09**

A motion was made by Bert Butts, and was seconded by Leo Tischer, approving the April, 2021 Financials, as presented (see attached).  
All board members concurred  
Motion Carried

**Resolution – Updated 2021 Five Year Forecast**

**PC-2021-05-10**

A motion was made by Leo Tischer, and was seconded by Mary Wideman, approving the Resolution for the Updated 2021 Five Year Forecast, as presented (see attached).  
All board members concurred  
Motion Carried

**2022 Budgets**

**PC-2021-05-11**

A motion was made by Mary Wideman, and was seconded by Leo Tischer, approving the 2022 Budgets, as presented (see attached).  
All board members concurred  
Motion Carried

**Resolution – Close CF Bank Account and Transfer Funds to US Bank**

**PC-2021-05-12**

A motion was made by Leo Tischer, and was seconded by Jerry Bednar, approving the Resolution to Close CF Bank Account and Transfer Funds to US Bank, as presented (see attached).  
All board members concurred  
Motion Carried

**XIV. Executive Director**

Rebecca Keeney requested board approval for a Contract Modification with the Educational Service Center of Lake Erie West.

**Contract Modification No. 3 with the Educational Service Center of Lake Erie West**

**PC-2021-05-13**

A motion was made by Leo Tischer, and was seconded by Jerry Bednar, approving Contract Modification No. 3 with the Educational Service Center of Lake Erie West, as presented (see attached)  
All board members concurred  
Motion Carried

**XV. Sponsor Update**

Diane Longstreth, Regional Technical Assistance Educator provided the following updates per the Governing Authority Report:

Month: May, 2021

**Site Visit Updates:**

May, 2021 – This is the last site visit of the 20-21 school year. Onsite visit was held in March and April, 2021. The building is safe and orderly and all staff are to be commended for meeting student and family needs under these unique circumstances.

**General Update:**

Remember to read all correspondence from the ESC of Lake Erie West. The May 2021 sponsor newsletter contains special education, professional development, August 2021 statewide meeting and compliance calendar information.:

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 – This will be reviewed at the May site visit to document progress.

Diane Longstreth is retiring at the end of the 2020/2021 school year.

**XVI. President Report**

No report.

**XVII. Public Comment**

No report.

**New Business**

No report.

**Adjourn**

A motion was made by Leo Tischer, and was seconded by Mary Wideman, to adjourn.

All board members concurred

Motion Carried: 6:20 p.m.

  
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President

  
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Secretary