

Constellation Schools: Parma Community  
Annual Board Meeting Minutes  
Thursday, June 17, 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, Mary Wideman, Leo Tischer and Bert Butts.

School Staff present: Bill Bogan, Ciara Gaspar, Julie Hamski and Todd Luecke.

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

Sponsor representative: Kristi Hayward

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – May 20, 2021**

**PC-2021-06-01**

A motion was made by Leo Tischer, and was seconded by Bert Butts, approving the minutes of May 20, 2021, as presented.

All board members concurred

Motion Carried

Board Member Mary Wideman joined the meeting at 6:02 p.m.

**Acceptance of Donation**

**PC-2021-06-02**

A motion was made by John Noga, and was seconded by Bert Butts, accepting the donation, as presented.

All board members concurred

Motion Carried

**Approval of Field Trips**

**PC-2021-06-03**

A motion was made by John Noga, and was seconded by Bert Butts, approving the field trips, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2020/2021 is 1,286. Re-enrollment for school year 2021/2022 is 1,281.

**V. Committee Reports**

The Records Retention Committee Meeting Minutes for May 25, 2021 were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Gary Vojtush requested board approval for Supplemental Request. Gary Vojtush requested board members acknowledge they reviewed the Harassment-Intimidation Report for the school year.

**Supplemental Requests**

**PC-2021-06-04**

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

All board members concurred

Motion Carried

**Acknowledgment of Harassment-Intimidation Report.**

**PC-2021-06-05**

John Noga, Bert Butts, Mary Wideman and Leo Tischer acknowledged they reviewed the Harassment-Intimidation 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. Laura Horvath requested board members acknowledge they reviewed the ODE Special Education Model Policies and Procedures. Board approval was requested for the 2021/2022 Suburban Transportation Agreement. Board approval was requested for an Executive Summary for the 2021/2022 AIMSWEB Subscription.

**Acknowledgment of ODE Special Education Model Policies and Procedures**

**PC-2021-06-06**

John Noga, Bert Butts, Mary Wideman and Leo Tischer acknowledged they reviewed the ODE Special Education Model Policies and Procedures.

**2021/2022 Suburban Transportation Agreement**

**PC-2021-06-07**

A motion was made by Leo Tischer, and was seconded by Bert Butts, approving the 2021/2022 Suburban Transportation Agreement, as presented (see attached)

All board members concurred

Motion Carried

**2021/2022 AIMSWEB Subscription**

**PC-2021-06-08**

A motion was made by Leo Tischer, and was seconded by Mary Wideman, approving the 2021/2022 AIMSWEB Subscription, as presented (see attached)

All board members concurred

Motion Carried

**Support Services Program Coordinator**

Jillian Lukich requested board approval for a Summer Project Supplemental.

**Summer Project Supplemental**

**PC-2021-06-09**

A motion was made by Bert Butts, and was seconded by Mary Wideman, approving the Summer Project Supplemental, as presented (see attached)

All board members concurred

Motion Carried

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

Laura Survance requested board approval for New Policy 4.2160 Electronic Device Loan and Usage.

**New Policy 4.2160 Electronic Device Loan and Usage**

**PC-2021-06-10**

A motion was made by Leo Tischer, and was seconded by Bert Butts, approving New Policy 4.2160 Electronic Device Loan and Usage, as presented (see attached)

All board members concurred

Motion Carried

**IX. Human Resources Report**

Kim Petonic requested board approval for Personnel Actions. Resignations and Separations were presented as information only.

**Personnel Actions**

**PC-2021-06-11**

A motion was made by Bert Butts, and was seconded by Mary Wideman, approving the Personnel Action 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**

No report.

**XIII. Treasurer Report**

Caroline Zito requested board approval for the May, 2021 Financials. Board approval was requested for Revised Policy 7.8070 Purchasing Philosophy. The July 2021 through June 2022 Finance Committee Meeting Schedule was made available to the board members. The Loan Forgiveness PPP loans was for information only.

**May, 2021 Financials**

**PC-2021-06-12**

A motion was made by John Noga, and was seconded by Bert Butts, approving the May, 2021 Financials, as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 7.8070 Purchasing Philosophy**

**PC-2021-06-13**

A motion was made by Leo Tischer, and was seconded by Bert Butts, approving Revised Policy 7.8070 Purchasing Philosophy, as presented (see attached).

All board members concurred

Motion Carried

**XIV. Executive Director**

Rebecca Keeney requested board approval for the 2021/2022 Schedule of Board Meeting Dates. Board approval was requested for the Resolution for the Executive Director and/or President (or their Successors) to Carry Out Operations for the 2021/2022 School Year. Board approval was requested to Re-Adopt Policy 2.2120 Career Advising and Student Success Plans.

**2021/2022 Schedule of Board Meeting Dates**

**PC-2021-06-14**

A motion was made by Mary Wideman, and was seconded by Bert Butts, approving the 2021/2022 Schedule of Board Meeting Dates, as presented (see attached)

All board members concurred

Motion Carried

**Resolution – Executive Director and/or President (or their Successors)  
to Carry Out Operations**

**PC-2021-06-15**

A motion was made by Bert Butts, and was seconded by Leo Tischer, approving the Resolution for the Executive Director and/or President (or their Successors) to Carry Out Operations effective July 1, 2021 through June 30, 2022, as presented (see attached)

All board members concurred

Motion Carried

**Re-Adopt Policy 2.2120 Career Advising and Student Success Plans**

**PC-2021-06-16**

A motion was made by Mary Wideman, and was seconded by John Noga, approving to Re-Adopt Policy 2.2120 Career Advising and Student Success Plans, as presented (see attached)

All board members concurred

Motion Carried

**XV. Sponsor Update**

Kristi Hayward, Educational Service Center of Lake Erie West Team Leader Academic, provided the following updates per the Governing Authority Report:

Month: June, 2021

General Updates:

Dr. Diane Longstreth has retired from the ESCLEW and will no longer be working with the schools. A new Regional Technical Assistance Educator will be announced and introduced to all Board Members and school leaders during the month of July/August. To ensure a smooth transition occurs with the services from the sponsor as well as provided to your schools, Kristi Hayward, Team Leader of Academic Services will fill in as the point person for any questions or concerns during the transition time.

The ESCLEW Annual Statewide Meeting is scheduled for Wednesday August 4, 2021. This is a full day of Professional Development and will be conducted in a virtual setting using the Zoom platform. We encourage all Governing Authority members to attend if your schedule allows. While each session is targeted for a different audience, the most valuable session for Governing Authority members will be the Afternoon Session 3 – Legal Update. Each session will require a separate registration via the links on the invitation.

For more information regarding the Annual Statewide meeting or any information from our office, please feel free to reach out to Kristi Hayward directly; [khayward@esclakeeriewest.org](mailto:khayward@esclakeeriewest.org), 419-356- 5069.

**XVI. President Report**

Rick Lukich requested the Election of Board Members and the Election of Officers.

**Appointment of Board Members**

**PC-2021-06-17**

A motion was made by Leo Tischer, and was seconded by Bert Butts, electing John Noga, Bert Butts, Mary Wideman, Leo Tischer and Jerry Bednar to serve as board members for Constellation Schools: Parma Community.

All board members concurred

Motion Carried

**Appointment of Board President – John Noga**

**PC-2021-06-18**

A motion was made by Mary Wideman, and was seconded by Bert Butts, electing John Noga as Board President for Constellation Schools: Parma Community.

All board members concurred

Motion Carried

**Appointment of Board Vice President – Jerry Bednar**

**PC-2021-06-19**

A motion was made by Bert Butts, and was seconded by John Noga, electing Jerry Bednar as Board Vice President for Constellation Schools: Parma Community.

All board members concurred

Motion Carried

**Appointment of Board Secretary – Mary Wideman**

**PC-2021-06-20**

A motion was made by John Noga, and was seconded by Bert Butts, electing Mary Wideman as Board Secretary for Constellation Schools: Parma Community.

All board members concurred

Motion Carried

**XVII. Public Comment**

No report.

**New Business**

No report.

**Adjourn**

A motion was made by Bert Butts, and was seconded by Mary Wideman, to adjourn.

All board members concurred

Motion Carried: 6:21 p.m.

  
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President

  
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Secretary