

Constellation Schools: Westpark Community Elementary
Board Meeting Minutes
Thursday, August 19, 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: Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer, and Thomas Bonner.

School Staff present: Jason Wilson

Constellation Schools LLC present: Richard Lukich, Mary Beth Oko, Debbie Piazza, Christine Garten, Brittney Lester, Jillian Lukich, Laura Lukich, Kim Petonic, Brian Preseren, Garrick Lukich and Lisa Vinarcik.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa, Massa Financial Solutions LLC

Chad Carr, Executive Vice President & Superintendent of Ohio Schools, ACCEL Schools
Sarah O'Bryan, Associate Director, School Accountability, ACCEL Schools

Guest present: Adam Schira, Member, Dickinson Wright PLLC

II. Adoption of Agenda

The agenda was adopted as presented.

III. Approval of Minutes

Approval of Minutes – July 22, 2021

WCE-2021-08-01

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the minutes of July 22, 2021, as presented.

All board members concurred

Motion Carried

Rick Lukich introduced Sarah O'Bryan and Chad Carr from ACCEL Schools.

Adam Schira, Member, Dickinson Wright, PLLC introduced Dave Massa, from Massa Financial Solutions, LLC.

Debbie Piazza introduced Building Leaders.

IV. Principal Report

Enrollment for school year 2021/2022 is 261.

V. Committee Reports

No report.

VI. Education Services

Education Program Coordinator

Debbie Piazza requested board approval for the 2021/2022 Parent/Student Handbook. Board approval was requested to re-adopt Policy 2.2040.4 Security Provisions for Statewide Assessment Test.

2021/2022 Parent/Student Handbook

WCE-2021-08-02

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the 2021/2022 Parent/Student Handbook, as presented (see attached).

All board members concurred

Motion Carried

Re-Adopt Policy 2.2040.4 Security Provisions for Statewide Assessment Test

WCE-2021-08-03

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving to Re-Adopt Policy 2.2040.4 Security Provisions for Statewide Assessment Test, as presented (see attached).

All board members concurred

Motion Carried

Curriculum & Instruction Program Coordinator

No report.

VII. Student Services

Special Education Program Coordinator

Brittney Lester requested board approval for a Supplemental Request for a 504 Coordinator for the 2021/2022 School Year. Board Approval was requested for the Contract with SchoolForce Solutions and Birch Agency Contracted Services for Special Education Staffing for the 2021/2022 School Year.

Supplemental Request – 504 Coordinator

WCE-2021-08-04

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Supplemental Request for a 504 Coordinator for the 2021/2022 School Year, as presented (see attached).

All board members concurred

Motion Carried

SchoolForce Solutions Contract

WCE-2021-08-05

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the SchoolForce Solutions Contract for Special Education Staffing for the 2021/2022 School Year, as presented (see attached).

All board members concurred

Motion Carried

Birch Agency Contract

WCE-2021-08-06

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Birch Agency Contract for Special Education Staffing for the 2021-2022 School Year, as presented (see attached).

All board members concurred

Motion Carried

Support Services Program Coordinator

No report.

School Nurse Program Coordinator

Board approval was requested for Revised Policy 5.1070.1 Use of Face Masks/Coverings.

Revised Policy 5.1070.1 Use of Face Masks/Coverings

WCE-2021-08-07

A motion was made by Bogusia Chmielewski, and was seconded by Donna Stelter, approving Revised Policy 5.1070.1 Use of Face Masks/Coverings, as presented (see attached).

Three board members concurred

Two board members opposed

Motion Carried

VIII. Technology Report

No report.

IX. Human Resources Report

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

Personnel Actions

WCE-2021-08-08

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Personnel Actions 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 the board members acknowledge they reviewed the Board Policies on School Health & Safety. Board approval was requested for a Daily Classroom Sanitation Agreement. Board approval was requested for PPE Cuyahoga County EMA Donation.

Acknowledgment of Board Policies on School Health & Safety

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer, and Thomas Bonner acknowledged they reviewed the Board Policies on School Health & Safety.

- Policy 5.1140 Head Lice Infestation Procedure
- Policy 5.1240 Automated External Defibrillators
- Policy 5.1240.1 AED and CPR Training
- Policy 5.2320 Student Suicide
- Policy 5.2070 Weapons on School Property, In School Vehicle or at a School Sponsored Event
- Policy 5.3300 Prevention of Lead Poisoning
- Policy 5.4040 Peanut or Other Food Allergies

Daily Classroom Sanitation Agreement

WCE-2021-08-09

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Daily Classroom Sanitation Agreement, as presented (see attached).
All board members concurred
Motion Carried

PPE Cuyahoga County EMA Donation

WCE-2021-08-10

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the PPE Cuyahoga County EMA Donation, as presented.
All board members concurred
Motion Carried

XII. Marketing Report

Highlights/Activities Report was made available to Board Members.

XIII. Treasurer Report

No report.

XIV. Executive Director

No report.

XV. Sponsor Update

Joyce Lewis, Educational Service Center of Lake Erie West Regional Technical Assistance Educators provided the following updates per the Governing Authority Report:

Month: August, 2021
General Updates:

The ESCLEW Community Schools held their annual statewide meeting on August 4th. This was an all-day virtual event which concluded with a session from our legal team regarding current legislation as it relates to community schools. All sessions were recorded and we hope to have downloaded to our website by the end of the week. If you

were able to attend any of the sessions you should be receiving an email to complete an evaluation form, once the form is submitted you will receive your certificate for attendance for that session. If you attended a session and do not receive an evaluation email, please reach out to Team Leader of Academic Services, Kristi Hayward at khayward@eslakeeriewest.org for a certificate. If you were able to join us, we were glad to have you.

Regularly scheduled site visits will begin in September

Our Financial consultant Linda Moye holds a monthly phone meeting with the school's treasurer, a completed report of this meeting is emailed to all board members. At this time, there were no red flags discussed. If you have any questions regarding your school's financials, we encourage you to reach out to your treasurer.

2021 – 2022 Governing Authority Goal (Attachment 11.6)

Goal ** new goals will be set in the fall of 2021, for the 2021 – 2022 school year***

XVI. President Report

Rick Lukich requested board approval for EMIS Staffing for Fiscal Year 2022. Board Approval was requested for the Audit Arrangement Letter. The July, 2021 Financials were tabled for the September 16, 2021 Board Meeting. Board approval was requested to Ratify Approval of the Resolution for a New Treasurer, Fiscal Service. Board Approval was requested for the 2021/2022 Management Agreement.

EMIS Staffing for Fiscal Year 2022

WCE-2021-08-11

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the EMIS Staffing for Fiscal Year 2022, as presented (see attached).

All board members concurred

Motion Carried

Audit Arrangement Letter

WCE-2021-08-12

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Audit Arrangement Letter from Rea & Associates, as presented (see attached).

All board members concurred

Motion Carried

Ratify Approval of the Resolution for a New Treasurer, Fiscal Service

WCE-2021-08-13

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, to approve ratifying the Resolution for a New Treasurer, Fiscal Service, as presented (see attached).

All board members concurred

Motion Carried

2021/2022 Management Agreement

WCE-2021-08-14

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the 2021/2022 Management Agreement, as presented (see attached).

All board members concurred

Motion Carried

XVII. Public Comment

No report.

New Business

No report.

Adjourn

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, to adjourn.

All board members concurred

Motion Carried: 6:30 p.m.



President



Secretary