

Constellation Schools: Westside Community School of the Arts  
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: Jerry Hilinski, Gary Coupe, Jacqueline Grimm, and Theresa Smith. Absent: Sean Mendise.

School Staff present: Howard Waugaman & Anna Deitsch

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: Joe Calinger

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.

**Ratify All Actions Taken During the Remote July 27, 2021 Board Meeting**

**WCSA-2021-08-01**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm Ratifying All Actions Taken During Remote July 27, 2021 Board Meeting, as presented.

All board members concurred

Motion Carried

**III. Approval of Minutes**

**Approval of Minutes – July 27, 2021**

**WCSA-2021-08-02**

A motion was made by Theresa Smith, and was seconded by Jacqueline Grimm, approving the minutes of July 27, 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 208.

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

Debbie Piazza requested board approval for a Supplemental Request. Board approval was requested for the 2021/2022 Parent/Student Handbook. Board approval was requested for the Resolution on Financial Literacy and College Readiness. Board approval was requested for the Resolution on Career Technical Classes (Grades 7 & 8). Board approval was requested to re-adopt Policy 2.2040.4 Security Provisions for Statewide Assessment Test.

**2021/2022 Supplemental Request**

**WCSA-2021-08-03**

A motion was made by Jacqueline Grimm, and was seconded by Theresa Smith, approving the 2021/2022 Supplemental Request, as presented (see attached).  
All board members concurred  
Motion Carried

**2021/2022 Parent/Student Handbook**

**WCSA-2021-08-04**

A motion was made by Gary Coupe, and was seconded by Theresa Smith, approving the 2021/2022 Parent/Student Handbook, as presented (see attached).  
All board members concurred  
Motion Carried

**Resolution – Financial Literacy and College Readiness**

**WCSA-2021-08-05**

A motion was made by Theresa Smith, and was seconded by Jerry Hilinski, approving the Resolution for the Financial Literacy and College Readiness, as presented (see attached).  
All board members concurred  
Motion Carried

**Resolution – Career Technical Classes (Grades 7 & 8)**

**WCSA-2021-08-06**

A motion was made by Jerry Hilinski, and was seconded by Gary Coupe, approving the Resolution for the Career Technical Classes (Grades 7 & 8), as presented (see attached).  
All board members concurred  
Motion Carried

**Re-Adopt Policy 2.2040.4 Security Provisions for Statewide Assessment Test**

**WCSA-2021-08-07**

A motion was made by Jacqueline Grimm, and was seconded by Gary Coupe, 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 a Contract with SchoolForce Solutions and Birch Agency Contracted Services for Special Education Staffing for the 2021/2022 School Year.

**Supplemental Request – 504 Coordinator**

**WCSA-2021-08-08**

A motion was made by Theresa Smith, and was seconded by Jerry Hilinski, 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**

**WCSA-2021-08-09**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, 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**

**WCSA-2021-08-10**

A motion was made by Theresa Smith, and was seconded by Jacqueline Grimm, 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**

**WCSA-2021-08-11**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, approving Revised Policy 5.1070.1 Use of Face Masks/Coverings, as presented (see attached).

All board members concurred

Motion Carried

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Kim Petonic requested board approval for Personnel Actions.

**Personnel Actions**

**WCSA-2021-08-12**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, 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**

Jerry Hilinski, Gary Coupe, Jacqueline Grimm, and Theresa Smith 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**

**WCSA-2021-08-13**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, approving the Daily Classroom Sanitation Agreement, as presented (see attached).

All board members concurred

Motion Carried

**PPE Cuyahoga County EMA Donation**

**WCSA-2021-08-14**

A motion was made by Jacqueline Grimm, and was seconded by Jerry Hilinski, 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**

Joe Calinger provided board members with the monthly report.

**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**

**WCSA-2021-08-15**

A motion was made by Theresa Smith, and was seconded by Jerry Hilinski, approving the EMIS Staffing for Fiscal Year 2022, as presented (see attached).

All board members concurred

Motion Carried

**Audit Arrangement Letter**

**WCSA-2021-08-16**

A motion was made by Gary Coupe, and was seconded by Jerry Hilinski, 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**

**WCSA-2021-08-17**

A motion was made by Gary Coupe, and was seconded by Jerry Hilinski, 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**

**WCSA-2021-08-18**

A motion was made by Theresa Smith, and was seconded by Jerry Hilinski, 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 Gary Coupe, and was seconded by Jacqueline Grimm, to adjourn.

All board members concurred

Motion Carried: 6:30 p.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary