

Constellation Schools: Westpark Community Middle  
Board Meeting Minutes  
Thursday, September 16, 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: James Tortelli, Deborah Callen and Laurene Perkins. Absent: Greg Kozarik and Joseph Sgro.

School Staff present: Deborah Rotolo

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

Sponsor representative: Joe Calinger

Financial Services: Dave Massa, Massa Financial Solutions LLC

Sarah O'Bryan, Associate Director, School Accountability, ACCEL Schools

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – August 19, 2021**

**WCM-2021-09-01**

A motion was made by Deborah Callen, and was seconded by Laurene Perkins, approving the minutes of August 19, 2021, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2021/2022 is 203.

**V. Committee Reports**

Year 1, 2, & 3 Resident Educator August 23, 2021 minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Board approval was requested for a Supplemental Request for a Lead Teacher.

**Supplemental Request for a Lead Teacher**

**WCM-2021-09-02**

A motion was made by Deborah Callen, and was seconded by Laurene Perkins, approving the Supplemental Request for a Lead Teacher, as presented.

All board members concurred

Motion Carried

**Curriculum & Instruction Program Coordinator**

No report.

**VII. Student Services**

**Special Education Program Coordinator**

Special Education numbers were made available to the board members. Board approval was requested to ratify the agreement with Birch Agency Contracted Service.

**Ratify Agreement with Birch Agency Contracted Service****WCM-2021-09-03**

A motion was made by Deborah Callen, and was seconded by Laurene Perkins, approving to ratify the Agreement with Birch Agency Contracted Service, as presented (see attached).

All board members concurred

Motion Carried

**Support Services Program Coordinator**

Jillian Lukich requested board approval to ratify the approval of the Zones of Regulation Training cost.

**Ratify Approval of the Zones of Regulation Training Cost****WCM-2021-09-04**

A motion was made by Laurene Perkins, and was seconded by Deborah Callen, approving to ratify the Zones of Regulation Training cost, 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. Resignations and Separations were presented as information only. Board approval was requested for Revised Policy 3.3060 Sick Leave. Board approval was requested to Rescind Policy 3.3060.1 Emergency Paid Sick Time.

**Personnel Actions****WCM-2021-09-05**

A motion was made by Laurene Perkins and was seconded by Deborah Callen, approving the Personnel Actions as presented (see attached).

All board members concurred

Motion Carried

**Revised Policy 3.3060 Sick Leave****WCM-2021-09-06**

A motion was made by Laurene Perkins, and was seconded by Deborah Callen, approving Revised Policy 3.3060 Sick Leave, as presented (see attached).

All board members concurred

Motion Carried

**Rescind Policy 3.3060.1 Emergency Paid Sick Time****WCM-2021-09-07**

A motion was made by Laurene Perkins, and was seconded by Deborah Callen, for the approval to Rescind Policy 3.3060.1 Emergency Paid Sick Time, as presented (see attached).

All board members concurred

Motion Carried

**X. Facilities Manager Report**

Garrick Lukich requested board approval to ratify records being transferred from the School to a secure file storage location.

**Ratify Records Being Transferred from the School to a Secure File Storage Location****WCM-2021-09-08**

A motion was made by Deborah Callen, and was seconded by Lauren Perkins, for the approval to Ratify Records Being Transferred from the School to a Secure File Storage Location, as presented.

All board members concurred

Motion Carried

**XI. Business and Safety Manager Report**

No report.

**XII. Marketing Report**

Highlights/Activities Report was made available to Board Members.

**XIII. Treasurer Report**

Dave Massa requested board approval for the July 2021 and August 2021 Financial Reports.

**July 2021 Financial Reports**

**WCM-2021-09-09**

A motion was made by Deborah Callen, and was seconded by Laurene Perkins, approving the July 2021 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

**August 2021 Financial Reports**

**WCM-2021-09-10**

A motion was made by Deborah Callen, and was seconded by Laurene Perkins, approving the August 2021 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

**XIV. Executive Director**

No report.

**XV. Sponsor Update**

Joe Calinger provided board members with the monthly report. Joe informed board members that Buckeye Community Hope Foundation will be holding a virtual board training on Saturday, November 6, 2021 from 9:00 am. to 12:30 p.m.

**XVI. President Report**

Rick Lukich requested board approval for Revised Policy 5.1020.1 COVID-19 Modifications Policy. Buckeye Community Hope Foundation will be holding a virtual board training on Saturday, November 6, 2021 from 9:00 am. to 12:30 p.m.

**Revised Policy 5.1020.1 COVID-19 Modifications Policy**

**WCM-2021-09-11**

A motion was made by Laurene Perkins, and was seconded by Deborah Callen, approving Revised Policy 5.1020.1 COVID-19 Modifications Policy, 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 Deborah Callen, and was seconded by Laurene Perkins, to adjourn.

All board members concurred

Motion Carried: 6:14 p.m.

  
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President

  
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Secretary