

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, October 21, 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, Lisa Vinarcik, Brian Preseren, and Garrick Lukich.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa, Massa Financial Solutions LLC

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

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – September 16, 2021**

**WCE-2021-10-01**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the minutes of September 16, 2021, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2021/2022 is 245.

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

Board approval was requested for Staff Supplemental for Committees and Student Activities.

**Staff Supplemental for Committees and Student Activities**

**WCE-2021-10-02**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Staff Supplemental for Committees and Student Activities, as presented (see attached).

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 approval of Crisis Prevention Institute (CPI) purchase amount.

**Ratify Approval of Crisis Prevention Institute (CPI) Purchase Amount**

**WCE-2021-10-03**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving to ratify the Crisis Prevention Institute (CPI) Purchase Amount, as presented (see attached).

All board members concurred

Motion Carried

**Support Services Program Coordinator**

No report.

**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.

**Personnel Actions**

**WCE-2021-10-04**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, 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 board approval for the AED Purchase Agreement. Brian indicated we are requesting an extension of insurance coverage from November 8, 2021 to December 8, 2021 per expiring information. For the November Board meeting, you will receive information on premiums and coverage for your review/consideration/approval.

**Executive Summary – AED Purchase Agreement**

**WCE-2021-10-05**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Executive Summary – AED Purchase Agreement, as presented (see attached).

All board members concurred

Motion Carried

**XII. Marketing Report**

Lisa Vinarcik requested board approval for the 2020/2021 Annual Reports with the understanding that changes may need to be made at our Sponsor's request. Lisa requested that the board members acknowledge they reviewed the Racial Balance Assessment.

**2020-2021 Annual Report**

**WCE-2021-10-06**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the 2020-2021 Annual Report with the understanding that changes may need to be made at our Sponsor's request, as presented (see attached).

All board members concurred

Motion Carried

**Acknowledgment of Racial Balance Assessment**

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer and Thomas Bonner acknowledged they reviewed the Racial Balance Assessment.

### **XIII. Treasurer Report**

Dave Massa requested board approval for the September Financial Reports. Board approval was requested to adopt the Resolution for the Revised FY 2022 Annual Budget and Revised FY 2022 Annual Budget in ODE Format. Board approval was requested for the Resolution approving the FY2022 Five Year Forecast.

#### **September, 2021 Financial Reports**

**WCE-2021-10-07**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the September, 2021 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

#### **Resolution – Revised 2022 Annual Budget and Revised 2022**

##### **Annual Budget in ODE Format**

**WCE-2021-10-08**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, adopting the Resolution approving the Revised 2022 Annual Budget and Revised 2022 Annual Budget in ODE Format, as presented (see attached).

All board members concurred

Motion Carried

#### **Resolution Approving the FY2022 Five Year Forecast**

**WCE-2021-10-09**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Resolution for the FY 2022 Five Year Forecast (see attached).

All board members concurred

Motion Carried

### **XIV. Executive Director**

Sarah O'Bryan requested board approval for a Contract Modification with the Educational Service Center of Lake Erie West. Sarah requested that the board members acknowledge they reviewed the Superintendent Residency Verification Report.

#### **Contract Modification No. 13 with the Educational Service Center of Lake Erie West**

**WCE-2021-10-10**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving Contract Modification No. 13 with the Educational Service Center of Lake Erie West, as presented (see attached)

All board members concurred

Motion Carried

No report.

#### **Acknowledgment of Superintendent Residency Verification Report**

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer and Thomas Bonner acknowledged they reviewed the Superintendent Residency Verification 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: October, 2021

General Updates:

Just a reminder, in the event a special / emergency meeting is needed, all open meeting regulations pertain to these meetings as well. As your sponsor the ESCLEW is required to be notified of these meetings in order to schedule required compliance tasks for the meeting. The monthly sponsor newsletter highlights the important requirements that must occur when holding a special/emergency meeting.

Please feel free to reach out to me with any questions you might have.

During the September site visit all monthly compliance items were reviewed and marked compliant. The climate and culture of the building was positive. Teachers and administrators remain positive during a challenging transition time and are focusing on providing the best education to students.

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 – Annual Governing Authority goal to be drafted and submitted prior to 10/30/2021**

**XVI. President Report**

Rick Lukich requested the board members acknowledge the previous version of Policy 4.1140 Calamity Day Make-Up Plan (Prior to SY 2020/2021).

**Acknowledgment of Previous Version of Policy 4.1140 Calamity Day Make-Up Plan (Prior to SY 2020/2021)**

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer and Thomas Bonner acknowledged the previous version of Policy 4.1140 Calamity Day Make-Up Plan (Prior to SY 2020/2021).

**XVII. Public Comment**

No report.

**New Business**

No report.

**Adjourn**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to adjourn.

All board members concurred

Motion Carried: 6:15 p.m.

  
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President

  
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Secretary