

Constellation Schools: Westpark Community Elementary
Board Meeting Minutes
Thursday, November 18, 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: None

ACCEL Schools LLC present: Chad Carr, Sarah O'Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, Brittney Lester, Julia Howerton, Laura Lukich, Garrick Lukich, Brian Preseren and Lisa Vinarcik.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa, Massa Financial Solutions LLC

II. Adoption of Agenda

The agenda was adopted as presented.

III. Approval of Minutes

Approval of Minutes – October 21, 2021

WCE-2021-11-01

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the minutes of October 21, 2021, as presented.

All board members concurred

Motion Carried

IV. Principal Report

Enrollment for school year 2021/2022 is 236.

V. Committee Reports

No report.

VI. Education Services

Education Program Coordinator

No report.

Curriculum & Instruction Program Coordinator

No report.

VII. Student Services

Special Education Program Coordinator

Special Education numbers were made available to the board members.

Support Services Program Coordinator

No report.

School Nurse Program Coordinator

No report.

VIII. Technology Report

No report.

IX. Human Resources Report

Sarah O'Bryan requested board approval for Personnel Actions. Board approval was requested for a Supplemental for Staff Members Performing Additional School Duties.

Personnel Actions

WCE-2021-11-02

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Personnel Actions, as presented (see attached).

All board members concurred

Motion Carried

Supplemental for Staff Members Performing Additional School Duties

WCE-2021-11-03

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the Supplemental for Staff Members Performing Additional School Duties, as presented (see attached).

All board members concurred

Motion Carried

X. Facilities Manager Report

The Electric Utility Supplier was tabled for the December 16, 2021 Board Meeting.

XI. Business and Safety Manager Report

Brian Preseren requested board approval for Liability Insurance.

Liability Insurance

WCE-2021-11-04

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Liability Insurance, as presented (see attached).

All board members concurred

Motion Carried

XII. Marketing Report

Highlights/Activities Report was made available to the board members.

XIII. Treasurer Report

Dave Massa requested board approval for the October, 2021 Financial Reports. Board approval was requested for an extension of the HINKLE Filing Extension. Board approval was requested to adopt the Resolution approving Massa Financial Solutions, LLC Financial Policies and Controls Manual.

October, 2021 Financial Reports

WCE-2021-11-05

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the October, 2021 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

HINKLE Filing Extension

WCE-2021-11-06

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the HINKLE Filing Extension by 60 days, as presented (see attached).

All board members concurred

Motion Carried

Resolution Approving Massa Financial Solutions, LLC Financial Policies And Controls Manual

WCE-2021-11-07

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Resolution for Massa Financial Solutions, LLC Financial Policies and Controls Manual (see attached).

All board members concurred

Motion Carried

XIV. Superintendent Report

Sarah O'Bryan requested board approval for Resolution approving Revised Policy 2.1310 Student Transportation, Revised Policy 4.1010 Application Process, Revised Policy 4.1040 Information Required Prior to Admission, Revised Policy 5.1070.1 Use of Face Masks/Coverings. The following Appendix were for information only: Appendix 2.1310-A Bus Driver Qualifications, Appendix 2.1310-B Bus Inspection, Appendix 2.1310-C Field Trip Permit and

Appendix 2.1310-D Pre-Trip Safety Training Verification. Sarah requested that the board members acknowledge they reviewed the October Superintendent Residency Verification Report.

Resolution – Revised Policy 2.1310 Student Transportation

WCE-2021-11-08

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Resolution for Revised Policy 2.1310 Student Transportation, as presented (see attached).

All board members concurred

Motion Carried

Resolution – Revised Policy 4.1010 Application Process

WCE-2021-11-09

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Resolution for Revised Policy 4.1010 Application Process, as presented (see attached).

All board members concurred

Motion Carried

Resolution – Revised Policy 4.1040 Information Required Prior to Admission

WCE-2021-11-10

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Resolution for Revised Policy 4.1040 Information Required Prior to Admission, as presented (see attached).

All board members concurred

Motion Carried

Resolution – Revised Policy 5.1070.1 Use of Face Masks/Coverings

WCE-2021-11-11

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Resolution for Revised Policy 5.1070.1 Use of Face Masks/Coverings, as presented (see attached).

All board members concurred

Motion Carried

Acknowledgment of Superintendent Residency Verification Report

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

General Updates:

The November sponsor update discussed the difference of meeting minutes vs. resolutions. Many tasks required by the Department of Education, are now requesting resolutions be submitted as documentation in place of meeting minutes. When using a resolution over meeting minutes, the resolution should be straight forward with the wording of the document and should describe the action the board agreed to take. The resolution should be written on the school's letterhead and include the date as well as the names of the parties to the resolution. For more information regarding board resolutions, or to view a sample, please reach out to the ESC of Lake Erie West Community Schools Team Leaders, Kristi Hayward or Julie Kadri.

With the passing of House Bill 110, ORC 3314.355 prohibits using any report card prior to the 2022 – 2023 school year in determining if a community school is subject to closure. Therefore, due to the pandemic there has been a reset of automatic closure due to Local Report Card rankings and the 2022 – 2023 Local Report Card will become the new starting point.

During the October site visit all monthly compliance items were reviewed and marked compliant. During the classroom observations it was evident that teaching and learning was occurring. During the November site visits I will be conducting student file reviews and we will be discussing the culture and climate in the building.

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)

****New goals will be set in the fall of 2021, for the 2021-2022 school year****

XVI. Public Comment

No report.

New Business

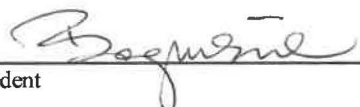
No report.

Adjourn

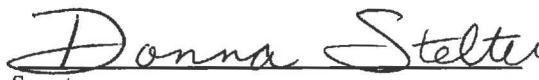
A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, to adjourn.

All board members concurred

Motion Carried: 6:15 p.m.



President



Secretary