

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, February 18, 2022  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Chad Carr called the meeting to order at 6:00 p.m. with the following members present: Bogusia Chmielewski, Donna Stelter, Rodney Spencer and Thomas Bonner. Absent: Charles Ledger

School Staff present: None

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

Sponsor representative: Joyce Lewis

Financial Services: David Massa, Massa Financial Solutions LLC

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – January 20, 2022**

**WCE-2022-02-01**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the minutes of January 20, 2022 as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2021/2022 is 226. Re-enrollment for 2022/2023 is 107.

**Acceptance of Donation**

**WCE-2022-02-02**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, accepting the donation, as presented.

All board members concurred

Motion Carried

**V. Committee Reports**

The LPDC February 2, 2022 Minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Debbie Piazza requested board approval for the 2022/2023 School Calendar.

**2022/2023 School Calendar**

**WCE-2022-02-03**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the 2022/2023 School Calendar, 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.

**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 the 2022/2023 Employment Contracts for Faculty, Daily Substitute Teachers and Leadership.

**Employment Contracts for Faculty, Daily Substitute Teachers and Leadership for SY 2022/2023**

**WCE-2022-02-04**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the Employment Contracts for Faculty, Daily Substitute Teachers and Leadership for SY 2022/2023, as presented (see attached).

All board members concurred

Motion Carried

**X. Facilities Manager Report**

No report.

**XI. Business and Safety Manager Report**

No report.

**XII. Marketing Report**

Highlights/Activities Report was made available to the board members. Board approval was requested to ratify approval for the New Enrollment Form for SY 22/23 effective February 1, 2022.

**Ratify New Enrollment Form for SY 22/23 Effective February 1, 2022**

**WCE-2022-02-05**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving Ratifying the New Enrollment Form for SY 22/23 Effective February 1, 2022, as presented (see attached).

All board members concurred

Motion Carried

**XIII. Treasurer Report**

Dave Massa requested board approval for the January, 2022 Financial Reports.

**January, 2022 Financial Reports**

**WCE-2022-02-06**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the January, 2022 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

**XIV. Superintendent Report**

Sarah O'Bryan requested board approval for a Resolution approving Revised Policy 2.2130 Graduation Requirements and a Resolution for Revised Policy 3.3060 Sick Time Effective February 1, 2022. Appendix 2.2130-B Parental Notification of Ohio Core Curriculum Requirements and Appendix 3.3060-A Time Off Donation Request Form were for information only. Board approval was requested to Rescind Policy 3.3090.1 Emergency Family and Medical Leave Expansion Act. Rescind Appendix 3.3090.1-A Notice of Eligibility and Rights & Responsibilities and Appendix 3.3090.1-B Designation Notice was for information only. Sarah requested that the board members acknowledge they reviewed the Superintendent Residency Verification Report.

**Resolution – Revised Policy 2.2130 Graduation Requirements**

**WCE-2022-02-07**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the Resolution for Revised Policy 2.2130 Graduation Requirements, as presented (see attached).

All board members concurred  
Motion Carried

**Resolution – Revised Policy 3.3060 Sick Time (Effective February 1, 2022)**

**WCE-2022-02-08**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Resolution for Revised Policy 3.3060 Sick Time Effective February 1, 2022), as presented (see attached).

All board members concurred  
Motion Carried

**Rescind Policy 3.3090.1 Emergency Family and Medical Leave Expansion Act**

**WCE-2022-02-09**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving to Rescind Policy 3.3090.1 Emergency Family and Medical Leave Expansion Act, as presented (see attached).

All board members concurred  
Motion Carried

**Acknowledgment of Superintendent Residency Verification Report**

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: February, 2022

General Updates:

In order for the school to receive full financial funding, and complete a full educational year for students, the school calendar of instructional days is required by Ohio law to meet 920 instructional hours. This is important to keep track of with the school closures that have already occurred

Last month I reviewed the Special Education files. All schools are in compliance and I gave feedback where it was warranted. This month we will be reviewing the 11.6 goals.

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)**

All board members will visit the School at least one time during 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: 6:21 p.m.

*Chad E. P.*  
President

*Danna Stalter*  
Secretary