

Constellation Schools: Westpark Community Elementary
Board Meeting Minutes
Thursday, May 19, 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: Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner. Absent: Rodney Spencer.

School Staff present: None

ACCEL Schools LLC present: Chad Carr, Sarah O'Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, 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 – April 21, 2022

WCE-2022-05-01

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of April 21, 2022 as presented.

All board members concurred

Motion Carried

IV. Principal Report

Enrollment for school year 2021/2022 is 221. Re-enrollment for 2022/2023 is 168.

V. Committee Reports

The LPDC May 19, 2022 Minutes were made available to the board members.

The Wellness Committee May 17, 2022 Minutes were made available to the board members.

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

Jillian Lukich requested board approval for a Supplemental Request for Occupational Therapy Services.

Supplemental Request – Occupational Therapy Services

WCE-2022-05-02

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Supplemental Request – Occupational Therapy Services, as presented (see attached).

All board members concurred

Motion Carried

School Nurse Program Coordinator

Nursing Services Report was made available to the board members.

VIII. Technology Report

Laura Lukich requested board approval for Replacement Battery Backups.

Replacement Battery Backup

WCE-2022-05-03

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Replacement Battery Backup, as presented (see attached).

All board members concurred

Motion Carried

IX. Human Resources Report

Sarah O'Bryan requested board approval to ratify a Personnel Action for the Building Leader Contract for 2022/2023 School Year. Board approval was requested for the Health Insurance and Benefits Renewal for 2022-2023 allowing the Board President to sign the Memorandum of Understanding once drafted by Board Council.

**Approval to Ratify Personnel Action for Building Leader Contracts
for 2022/2023 School Year**

WCE-2022-05-04

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving to ratify the Personnel Action for the Building Leader Contract for the 2022/2023 School Year, as presented (see attached).

All board members concurred

Motion Carried

**Resolution – Health Insurance and Benefits Renewal for 2022/2023 Allowing the
Board President to sign the Memorandum of Understanding once drafted by Board
Council**

WCE-2022-05-05

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving the Health Insurance and Benefits Renewal for 2022/2023 and to allow the Board President to sign the Memorandum of Understanding once drafted by Board Council, 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.

XIII. Treasurer Report

Dave Massa requested board approval for the April, 2022 Financial Reports. Board approval was requested for the updated 2022 Five Year Forecast which includes the FY23 Projection. Board approval was requested for a Facility Leases for 2023.

April, 2022 Financial Reports

WCE-2022-05-06

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the April, 2022 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

Updated 2022 Five Year Forecast (Includes FY23 Projection)

WCE-2022-05-07

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Updated 2022 Five Year Forecast (Includes FY23 Projection), as presented (see attached).

All board members concurred

Motion Carried

Facility Lease - Fifteenth Addendum to Original Lease

WCE-2021-05-08

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Fifteenth Addendum to the Original Lease whereas Constellation Schools: Westpark Community Elementary is to receive a rental amount of \$19,791.67 per month from Constellation Schools: Westpark Community Middle effective July 1, 2022 through June 30, 2023, as presented (see attached).

All board members concurred

Motion Carried

XIV. Superintendent Report

Sarah requested that the board members acknowledge they reviewed the Superintendent Residency Verification Report. Board approval was requested for New Policy 3.2550 Non-Bachelor’s Substitute Teachers for 2021-2022 School Year Only. Board approval was requested for Revised Policy 1.4060 Public Participation at Meetings; Revised Policy 2.1090.1 Title IX Grievance Procedure; Revised Policy 2.2040.4 Student Assessment and Academic Prevention Intervention Services; Revised Policy 2.2110 College Credit Plus – Advanced Standing Program; Revised Policy 3.5020 Performance Evaluation of Staff (“OTES 2.0”); Revised Policy 4.2020.1 Anti-Harassment, Intimidation, and Bullying Policy; Revised Policy 4.2020.2 Anti-Hazing Policy; Revised Policy 4.2070.1 Military Recruitment and Student Privacy; Revised Policy 5.1250 Positive Behavioral Interventions and Supports, Seclusion, and Restraint; Revised Policy 5.2290 School Emergency Management Plan; Revised Policy 5.2320 Student Suicide; Revised Policy 5.4010 Food Service; and Revised Policy 7.8060 Staff Reimbursement. Board approval was requested for a Contract Modification with the Educational Service Center of Lake Erie West.

Acknowledgment of Superintendent Residency Verification Report

Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner acknowledged they reviewed the Superintendent Residency Verification Report.

New Policy 3.2550 Non-Bachelor’s Substitute Teachers for 2021-2022 School Year Only

WCE-2022-05-09

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving New Policy 3.2550 Non-Bachelor’s Substitute Teachers for 2021-2022 School Year Only, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 1.4060 Public Participation at Meetings

WCE-2022-05-10

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 1.4060 Public Participation at Meetings, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 2.1090.1 Title IX Grievance Procedure

WCE-2022-05-11

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 2.1090.1 Title IX Grievance Procedure, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 2.2040.4 Student Assessment and Academic Prevention Intervention Services

WCE-2022-05-12

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 2.2040.4 Student Assessment and Academic Prevention Intervention Services, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 2.2110 College Credit Plus – Advanced Standing Program

WCE-2022-05-13

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 2.2110 College Credit Plus – Advanced Standing Program, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 3.5020 Performance Evaluation of Staff (“OTES 2.0”)

WCE-2022-05-14

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 3.5020 Performance Evaluation of Staff (“OTES 2.0), as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 4.2020.1 Anti-Harassment, Intimidation, and Bullying Policy

WCE-2022-05-15

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 4.2020.1 Anti-Harassment, Intimidation, and Bullying Policy, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 4.2020.2 Anti-Hazing Policy

WCE-2022-05-16

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 4.2020.2 Anti-Hazing Policy, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 4.2070.1 Military Recruitment and Student Privacy

WCE-2022-05-17

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 4.2070.1 Military Recruitment and Student Privacy, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 5.1250 Positive Behavioral Interventions and Supports, Seclusion, And Restraint

WCE-2022-05-18

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 5.1250 Positive Behavioral Interventions and Supports, Seclusion, and Restraint, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 5.2290 School Emergency Management Plan

WCE-2022-05-19

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 5.2290 School Emergency Management Plan, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 5.2320 Student Suicide

WCE-2022-05-20

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 5.2320 Student Suicide, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 5.4010 Food Service

WCE-2022-05-21

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 5.4010 Food Service, as presented (see attached).

All board members concurred

Motion Carried

Revised Policy 7.8060 Staff Reimbursement

WCE-2022-05-22

A motion was made by Thomas Bonner was seconded by Bogusia Chmielewski, approving Revised Policy 7.8060 Staff Reimbursement, as presented (see attached).
All board members concurred
Motion Carried

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

WCE-2021-05-23

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Contract Modification No.13 with the Educational Service Center of Lake Erie West, as presented (see attached)
All board members concurred
Motion Carried

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, May, 2022

General Updates:

- All community schools who have a blended learning declaration on file for the duration of the school year will be required to complete the data collection worksheet regardless if the blended learning model was implemented or not and sign the ESCLEW blended learning declaration form confirming the ceasing of the declaration and return to the ESCLEW Team Leader of Academics, Kristi Hayward, at khayward@esclakeeriewest.org by June 30, 2022.
- Community schools are required to complete at least one emergency drill per month as long as students are in the building. If students are in the building just two days into the month of June, an emergency drill is required by law to be completed.

All of the April site visits were completed. The special education files that were reviewed were marked compliant. During the May site visit we will be discussing the year as a whole in order to collect FY22 data to be included in the annual evaluation of the school.

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.

All board members will visit Westpark Community Elementary at least one time during the 2021-2022 School Year.

Evidence on progress of making the goals is listed above by school.

No Progress

XVI. Public Comment

No report.

New Business

No report.

Adjourn

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, to adjourn.

All board members concurred

Motion Carried: 6:24 p.m.



President



Secretary