

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, July 21, 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, Rodney Spencer and Thomas Bonner.

School Staff present: Jason Wilson

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

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – June 16, 2022**

**WCE-2022-07-01**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of June 16, 2022 as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2022/2023 is 204.

**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**

Brittney Lester requested the board members acknowledge they reviewed the ODE Special Education Model Policies and Procedures for 2022-2023 School Year.

**Acknowledgment of ODE Special Education Model Policies and Procedures for 2022-2023 School Year**

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer and Thomas Bonner acknowledged they reviewed the ODE Special Education Model Policies and Procedures for 2022-2023 School Year.

**Support Services Program Coordinator**

No report.

**School Nurse Program Coordinator**

Julia Howerton requested board approval for New Board Policy 5.1171 Procurement and Administration of Naloxone. Appendices were presented as information only.

**New Board Policy 5.1171 Procurement and Administration of Naloxone**

**WCE-2022-07-02**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving New Board Policy 5.1171 Procurement and Administration of Naloxone, as presented (see attached).

All board members concurred

Motion Carried

**VIII. Technology Report**

Laura Lukich requested board approval for Asset Disposal – Disposal of Equipment.

**Asset Disposal – Disposal of Equipment**

**WCE-2022-07-03**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner approving the Asset Disposal – Disposal of Equipment, as presented (see attached).

All board members concurred

Motion Carried

**IX. Human Resources Report**

Resignation and Separations were for information only.

**X. Facilities Manager Report**

No report.

**XI. Business and Safety Manager Report**

No report.

**XII. Marketing Report**

No report.

**XIII. Treasurer Report**

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

**June, 2022 Financial Reports**

**WCE-2022-07-04**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the June, 2022 Financial Reports, as presented (see attached).

All board members concurred

Motion Carried

**XIV. Superintendent Report**

Sarah O’Bryan requested that the board members acknowledge they reviewed the Superintendent Residency Verification Report. Board approval was requested for Revised Policy 3.2550 Non-Bachelor’s Substitute Teachers for 2021-2022, 2022-2023, and 2023-2024 School Years Only. Board approval was requested for Revised Policy 1.3040 Compensation/Reimbursement.

**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.

**Revised Policy 3.2550 Non-Bachelor’s Substitute Teachers for 2021-2022, 2022-2023 and 2023-2024 School Years Only**

**WCE-2022-07-05**

A motion was made by Rodney Spencer and was seconded by Bogusia Chmielewski, approving Revised Policy 3.2550 Non-Bachelor’s Substitute Teachers for 2021-2022, 2022-2023 and 2023-2024 School Years Only (see attached).

All board members concurred

Motion Carried

**Revised Policy 1.3040 Compensation/Reimbursement**

**WCE-2022-07-06**

A motion was made by Rodney Spencer and was seconded by Thomas Bonner, approving Revised Policy 1.3040 Compensation/Reimbursement (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: July, 2022

General Updates:

The ESCLEW Community Schools Center is working on finalizing all compliance monitoring updates for next year so we can provide the you with the Epicenter calendar as well as the site visit calendar in the beginning of August.

As a reminder the statewide meeting is scheduled for August 4.

We will continue to keep you posted on any legislation or legal updates that are

Regularly scheduled site visits will resume in September.

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.

New goals will be set in the fall of the 22-23 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.

  
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President

  
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Secretary