

Constellation Schools Westside Community School of the Arts  
Special Board Meeting Minutes  
Thursday, December 1, 2022  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Sarah O'Bryan called the meeting to order at 6:00 p.m. with the following members present: Jerry Hilinski, Gary Coupe, Jacqueline Grimm, and Diane Longstreth. Absent Sean Mendise.

School Staff present: None

ACCEL Schools LLC present: Sarah O'Bryan

Sponsor representative: None

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

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

**WCSA-2022-12-01**

A motion was made by Jacqueline Grimm, and was seconded by Diane Longstreth, approving the minutes of October 20, 2022, as presented.

All board members concurred

Motion Carried

**IV. Principal Report**

Enrollment for school year 2022/2023 is 197.

**V. Committee Reports**

The LPDC November 15, 2022, Agenda/Minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Sarah O'Bryan requested board approval for Supplemental Requests.

**Supplemental Requests**

**WCSA-2022-12-02**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, approving the Supplemental Requests, as presented (see attached).

All board members concurred

Motion Carried

**Curriculum & Instruction Program Coordinator**

Sarah O'Bryan requested board approval for the Reading Improvement Plan.

**Reading Improvement Plan**

**WCSA-2022-12-03**

A motion was made by Jerry Hilinski, and was seconded by Jacqueline Grimm, approving the Reading Improvement Plan as presented (see attached).

All board members concurred

Motion Carried

**VII. Student Services**

**Special Education Program Coordinator**

Special Education Numbers were made available to the board members.

**School Nurse Program Coordinator**

The Nursing Services Report was made available to the board members.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O'Bryan requested board approval to ratify Personnel Actions for the 2022-2023 School Year.

**Ratify Personnel Actions for the 2022/2023 School Year**

**WCSA-2022-12-04**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, approving Ratifying the Personnel Actions for the 2022/2023 school year, as presented (see attached).

All board members concurred

Motion Carried

**X. Facilities Manager Report**

Garrick Lukich requested board approval for the Snowplow Management Contract

**Snowplow Management Contract**

**WCSA-2022-12-05**

A motion was made by Jerry Hilinski, and was seconded by Jacqueline Grimm, approving the Snowplow Management Contract, as presented (see attached).

All board members concurred

Motion Carried

**XI. Business and Safety Manager Report**

No report.

**XII. Marketing Report**

No report.

**XIII. Treasurer Report**

Sarah O'Bryan requested board approval for the October 2022 Financial Report.

**October 2022 Financial Report**

**WCSA-2022-12-06**

A motion was made by Diane Longstreth, and was seconded by Gary Coupe, approving the October 2022 Financial Report, 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 to readopt Policy 2.2120 Career Advising and Student Success Plans. Board approval was requested for the Revised 2022/2023 School Calendar. Board approval was requested for the 2022/2023 Parent/Student Handbook. Board approval was requested to ratify the ADP Data Bridge Agreement. Board approval was requested to ratify Fiscal 2022 and 2023 Technology Support Service Agreement. Sarah reminded board members that there is no December board meeting

**Acknowledgment of Superintendent Residency Verification Report**

Jerry Hilinski, Gary Coupe, Jacqueline Grimm, and Diane Longstreth acknowledged they reviewed the Superintendent Residency Verification Report.

**Readopt Policy 2.2120 Career Advising and Student Success Plans**

**WCSA-2022-12-07**

A motion was made by Gary Coupe, and was seconded by Jacqueline Grimm, readopting Policy 2.2120 Career Advising and Student Success Plans, as presented (see attached).

All board members concurred

Motion Carried

**Revised 2022/2023 School Calendar**

**WCSA-2022-12-08**

A motion was made by Diane Longstreth and was seconded by Jacqueline Grimm, approving the Revised 2022/2023 School Calendar. as presented (see attached).  
All board members concurred  
Motion Carried

**2022/2023 Parent/Student Handbook**

**WCSA-2022-12-09**

A motion was made by Jacqueline Grimm, and was seconded by Diane Longstreth, approving the 2022/2023 Parent/Student Handbook, as presented (see attached).  
All board members concurred  
Motion Carried

**Ratify Approval for the ADP Data Bridge Agreement**

**WCSA-2022-12-10**

A motion was made by Gary Coupe, and was seconded by Diane Longstreth, to ratify approving the ADP Data Bridge Agreement, as presented (see attached).  
All board members concurred  
Motion Carried

**Ratify Fiscal 2022 Technology Support Service Agreement**

**WCSA-2022-12-11**

A motion was made by Jacqueline Grimm, and was seconded by Jerry Hilinski, to ratify approving Fiscal 2022 Technology Support Service Agreement, as presented (see attached).  
All board members concurred  
Motion Carried

**Ratify Fiscal 2023 Technology Support Service Agreement**

**WCSA-2022-12-12**

A motion was made by Gary Coupe, and was seconded by Diane Longstreth, to ratify approving the Fiscal 2023 Technology Support Service Agreement, as presented (see attached).  
All board members concurred  
Motion Carried

**XV. Sponsor Update**

Board members received the monthly board report from Joe Calinger.

**XVI. Public Comment**

No report.

**New Business**

No report.

**Adjourn**

A motion was made by Diane Longstreth and was seconded by Gary Coupe, to adjourn.  
All board members concurred  
Motion Carried 6:05 p.m

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President

\_\_\_\_\_  
Secretary