

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, January 19, 2023  
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, Rodney Spencer and Thomas Bonner. Absent: Donna Stelter.

School Staff present: Jason Wilson

ACCEL Schools LLC present: Chad Carr, Sarah O'Bryan, Mary Beth Oko, Debbie Piazza, Kate Craft, Laura Lukich, Garrick Lukich, Brian Preseren and Lisa Vinarcik.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa, Massa Financial Solutions LLC

Jason Wilson shared a presentation with board members highlighting Achievement, Staff and Student Culture, Customer Service, and Enrollment and Events at their School.

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – November 17, 2022**

**WCE-2023-01-01**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the minutes of November 17, 2022, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2022/2023 is 229.

**Approval of Field Trip**

**WCE-2023-01-02**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the Field Trip, as presented.

All board members concurred.

Motion Carried

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

Debbie Piazza requested board approval for Supplemental Requests. Debbie requested the board members acknowledge they reviewed the Bullying, Harassment, and Intimidation Report.

**Supplemental Requests**

**WCE-2023-01-03**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Supplemental Requests, as presented (see attached).

All board members concurred.

Motion Carried

**Acknowledgment of Bullying, Harassment, and Intimidation Report**

Charles Ledger, Bogusia Chmielewski, Rodney Spencer and Thomas Bonner acknowledged they reviewed the Bullying, Harassment, and Intimidation Report.

**Curriculum & Instruction Program Coordinator**

No report.

**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**

**WCE-2023-01-04**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, 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**

No report.

**XI. Business and Safety Manager Report**

Brian Preseren informed board members that the School received the Ohio Facilities Construction Commission (OFCC) Safety Grant.

**XII. Marketing Report**

No report.

**XIII. Treasurer Report**

Dave Massa requested board approval for the November 2022 and December 2022 Financial Report.

**November 2022 Financial Report**

**WCE-2023-01-05**

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

All board members concurred.

Motion Carried

**December 2022 Financial Report**

**WCE-2023-01-06**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the December 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 December, 2022 and January 2023, Superintendent Residency Verification Report. Board approval was requested for Revised Policy 2.2080 Academic Acceleration, Early Entrance to Kindergarten and Early High School Graduation. Board approval was requested to Rescind Policy 4.1010 Application Policy – Refer to Policy 4.1030 Admission and Lottery Standards. Board approval was requested for Revised Policy 4.1030 Admission and Lottery Standards. Board approval was requested for Revised Policy 4.1030 Admission and Lottery Standards. Board approval was requested for New Policy 4.3050 Enrollees Suspended or Expelled Elsewhere. Board approval was requested to ratify approval for 2023 mileage at 65.5 cents effective January 1, 2023. Board approval was requested for the ADP Statement of Work. Board approval was

requested to ratify the Kaleidoscope Education Solutions Agreement. Board approval was requested to Ratify the Delta Group – New Organizational Profile Set-Up. Board approval was requested for Vector Solutions (SafeSchools) Renewal Agreement. Sarah reminded everyone that there is no February 2023 board meeting.

**Acknowledgment of Superintendent Residency Verification Report for December, 2022 and January, 2023**  
Charles Ledger, Bogusia Chmielewski, Rodney Spencer and Thomas Bonner acknowledged they reviewed the Superintendent Residency Verification Reports.

**Revised Policy 2.2080 Academic Acceleration, Early Entrance to Kindergarten and Early High School Gradation** **WCE-2023-01-07**  
A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, for Revised Policy 2.2080 Academic Acceleration, Early Entrance to Kindergarten and Early High School Graduation, as presented (see attached).  
All board members concurred.  
Motion Carried

**Rescind Policy 4.1010 Application Policy – Refer to Policy 4.1030 Admission and Lottery Standards.** **WCE-2023-01-08**  
A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving Rescinding Policy 4.1010 Application Policy – Refer to Policy 4.1030 Admission and Lottery Standards, as presented (see attached).  
All board members concurred.  
Motion Carried

**Revised Policy 4.1030 Admission and Lottery Standards** **WCE-2023-01-09**  
A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving Revised Policy 4.1030 Admission and Lottery Standards, as presented (see attached).  
All board members concurred.  
Motion Carried

**New Policy 4.3050 Enrollees Suspended or Expelled Elsewhere** **WCE-2023-01-10**  
A motion was made by Rodney Spencer was seconded by Thomas Bonner, approving New Policy 4.3050 Enrollees Suspended or Expelled Elsewhere, as presented (see attached).  
All board members concurred.  
Motion Carried

**Ratify 2023 Mileage – 65.5 Cents Effective January 1, 2023** **WCE-2023-01-11**  
A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving to ratify 2023 Mileage – 65.5 Cents Effective January 1, 2023, as presented.  
All board members concurred.  
Motion Carried

**ADP Statement of Work** **WCE-2023-01-12**  
A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the ADP Statement of Work, as presented (see attached).  
All board members concurred.  
Motion Carried

**Ratify Kaleidoscope Education Solutions Agreement** **WCE-2023-01-13**  
A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving Ratifying the Kaleidoscope Education Solutions Agreement, as presented (see attached).  
All board members concurred.  
Motion Carried

**Ratify Delta Group – New Organizational Profile Set-Up** **WCE-2023-01-14**  
A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving to Ratify Delta Group – New Organizational Profile Set-Up, as presented (see attached).  
All board members concurred.  
Motion Carried

**Victor Solutions (SafeSchools) Renewal Agreement**

**WCE-2023-01-15**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the Victor Solutions (SafeSchools) Renewal Agreement, 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: January, 2023

General Updates:

A copy of the Certificate of Liability Insurance and Evidence of Property Insurance is included in Attachment 10.1 of the board’s contract with the ESC of Lake Erie West (ESCLEW). However, the coverage detailed in the attachment is only effective for the year the original contract was signed. Schools are required to submit updated certificates to ESCLEW each year.

Just a reminder that each school’s contract with ESCLEW requires general liability insurance (at least \$1 million per occurrence and \$3 million in aggregate), excess or umbrella policy extending coverage as primary coverage for at least \$5 million, directors’ and officers’ liability and errors and omissions coverage (at least \$1 million per occurrence, not claims-made coverage), and property insurance.

During the December site visit I reviewed student general files for compliance as well as reviewed updates on academic progress on winter benchmark testing and Reading Improvement Plans, and progress towards the school’s 11. 6 goals.

During the January site visit I reviewed student discipline and PBIS. I also interviewed 3 students during a stakeholder interview.

Our Financial consultant Linda Moyer 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.

Same goal for all schools: In at least 4 out of 10 meetings for the 2022-2023 school year, 4 out of 5 board members will attend the monthly board meeting.

They have had at least 4 members present for 4 board meetings.

**XVI. Public Comment**

No report.

**New Business**

Sarah O’Byrne informed board members that the School will be adding Early Kindergarten starting with SY 2023/2024.

**Adjourn**

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

All board members concurred.

Motion Carried 6:53 p.m.

  
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President

  
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Secretary