

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, March 16, 2023  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Sarah O'Bryan called the meeting to order at 6:03 p.m. with the following members present: Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner. Absent: Rodney Spencer

School staff present: Jason Wilson

ACCEL Schools LLC present: Sarah O'Bryan, Mary Beth Oko, Christine Garten, Kate Craft, Julia Howerton, Brian Preseren and Lisa Vinarcik.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa, Massa Financial Solutions LLC .

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – January 19, 2023**

**WCE-2023-03-01**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of January 19, 2023, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2022/2023 is 230.

**V. Committee Reports**

The LPDC February 1, 2023 Agenda/Minutes was made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

Christine Garten requested board approval for the 2023/2024 School Calendar.

**2023/2024 School Calendar**

**WCE-2023-03-02**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the 2023/2024 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.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O’Bryan requested board approval for Employment Contracts for School Year 2023/2024. Board approval was requested to ratify the Renewal Agreement with DocuSign.

**Employment Contracts for SY 2023/2024**

**WCE-2023-03-03**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Employment Contracts for SY 2023/2024, as presented (see attached).

All board members concurred.

Motion Carried

**Ratify Renewal Agreement with DocuSign**

**WCE-2023-03-04**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving to Ratify the Renewal Agreement with DocuSign, 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**

Lisa Vinarcik gave an update on the new website for Constellation Schools.

**XIII. Treasurer Report**

Dave Massa requested board approval for the January, 2023 and February, 2023 Financial Reports.

**January, 2023 Financial Report**

**WCE-2023-03-05**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the January, 2023 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

**February, 2023 Financial Report**

**WCE-2023-03-06**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the February, 2023 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 February 2023 and March 2023, Superintendent Residency Verification Report. Board approval was requested to Readopt Policy 2.1190.1 Parent and Family Engagement in Title I Programs. Board Approval was requested for Revised Policy 2.2120 Career Advising and Student Success Plans. Board approval was requested for New Policy 5.2350 Child Sexual Abuse and Violence Prevention. Board Approval was requested to Rescind Policy 7.8130 Credit Cards. Board approval was requested for Appendix 5.2290-B Ohio Model Threat Assessment Requirement.

**Acknowledgment of Superintendent Residency Verification Report for February, 2023 and March, 2023**

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

**Readopt Policy 2.1190.1 Parent and Family Engagement in Title I Programs**

**WCE-2023-03-07**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, to Readopt Policy 2.1190.1 Parent and Family Engagement in Title I Programs, as presented (see attached).

All board members concurred.

Motion Carried

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

**WCE-2023-03-08**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 2.2120 Career Advising and Student Success Plans, as presented (see attached).

All board members concurred.

Motion Carried

**New Policy 5.2350 Child Sexual Abuse and Violence Prevention**

**WCE-2023-03-09**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the New Policy 5.2350 Child Sexual Abuse and Violence Prevention, as presented (see attached).

All board members concurred.

Motion Carried

**Rescind Policy 7.8130 Credit Cards**

**WCE-2023-03-10**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving to Rescind Policy 7.8130 Credit Cards, as presented.

All board members concurred.

Motion Carried

**Appendix 5.2290-A Ohio Model Threat Assessment Requirement**

**WCE-2023-03-11**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Appendix 5.2290-A Ohio Model Threat Assessment Requirement, 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: March, 2023

General Updates:

The Ohio Attorney General's FY23 School Safety Grant, or SSG grant for \$2,500.00 or \$5.50 per student, whichever amount is greater. House Bill 110 gives school leaders flexibility to determine how the grant funds can best benefit student safety. More information is linked to the full ESCLEW March Sponsor Update.

The March site visit will primarily focus on a review of the school's 11.6 goal progress, ensuring the school is prepared for the Ohio State Tests, follow up on student Reading Improvement and Monitoring Plans, and a review of the school's teacher/administrator evaluation progress.

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.

Goal: **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.

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

Progress – Met Goal

**XVI. Public Comment**

No report.

**New Business**

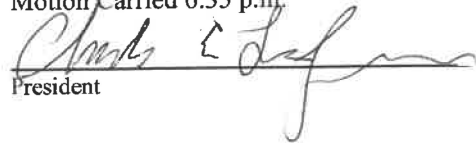
No report.

**Adjourn**

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

All board members concurred.

Motion Carried 6:35 p.m.

  
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President

  
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Secretary