

Constellation Schools: Westpark Community Elementary  
Annual Board Meeting Minutes  
Thursday, May 18, 2023  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

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

School staff present: None

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

Sponsor representative: Joyce Lewis & Kurt Aey

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 – April 20, 2023**

**WCE-2023-05-01**

A motion was made by Thomas Bonner, and was seconded by Donna Stelter, approving the minutes of April 20, 2023, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2022/2023 is 227.

Re-Enrollment for school year 2023-2024 is 136.

Total Re-Enrollment and New for school year 2023/2024 is 167.

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

No report.

**Curriculum & Instruction Program Coordinator**

Debbie Piazza requested board members acknowledge the Bullying, Harassment, and Intimidation Reporting.

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

Charles Ledger, Donna Stelter, Thomas Bonner, and Rodney Spencer acknowledged they reviewed the Bullying, Harassment, and Intimidation Reporting.

**VII. Student Services**

**Special Education Program Coordinator**

Special Education Numbers were made available to the board members.

**School Nurse Program Coordinator**

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

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O’Bryan requested board approval for Personnel Actions for SY 2023-2024. Board approval was requested for the HRIS System Conversion – UKG- Resolution authorizing the Board President to execute Transition Documents.

**Personnel Actions for the 2023/2024 School Year**

**WCE-2023-05-02**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Personnel Actions for the 2023/2024 school year, as presented (see attached).

All board members concurred.

Motion Carried

**HRIS System Conversion – UKG – Resolution Authorizing the Board President To Execute Transition Documents**

**WCE-2023-05-03**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, adopting the Resolution for the HRIS System Conversion – UKG - Authorizing the Board President to Execute Transition Documents, 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**

No report.

**XIII. Treasurer Report**

Dave Massa requested board approval for the April 2023 Financial Report. Board approval was requested for the updated 2023 Five Year Forecast which includes FY24 Projection. Board approval was requested for the 2024 Facility Leases.

**April 2023 Financial Report**

**WCE-2023-05-04**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the April 2023 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

**Updated 2023 Five Year Forecast (Includes FY24 Projection)**

**WCE-2023-05-05**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Updated 2023 Five Year Forecast (Includes FY24 Projection), as presented (see attached).

All board members concurred.

Motion Carried

**Facility Lease - Sixteenth Addendum to Original Lease**

**WCE-2023-05-06**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Sixteenth 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, 2023, through June 30, 2024, 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 May 2023, Superintendent Residency Verification Report. Board approval was requested for the 2023-2024 Schedule of Board Meeting Dates.

### **Acknowledgment of Superintendent Residency Verification Report for May 2023**

Charles Ledger, Donna Stelter, Thomas Bonner, and Rodney Spencer acknowledged they reviewed the May 2023 Superintendent Residency Verification Reports.

### **2023-2024 Board Meeting Dates**

**WCE-2023-05-07**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the 2023-2024 Board Meeting Dates, 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 2023

General Updates:

The College Credit Plus program allows Ohio students in grades 7-12 to earn college credits while completing their high school requirements. More information regarding the benefits and requirements of the program are linked to the May Sponsor Update.

Community Schools are required to complete at least one emergency drill log per month if students are in the building. If the school has completed all required fire and safety drills for the school year, then only a tornado drill will be required for the remaining months students are in the building.

At the May site visit we reviewed yearly compliance for the emergency drills, testing status, reviewed and progress monitored the school's 11.6 academic and nonacademic goals as well as checked in on the implementation of the school's Reading Improvement Plan.

The June site visit will be held via phone to finalize the results of the school's 11.6 goals.

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 four out of ten meetings for the 2022-2023 school year, four out of 5 board members will attend the monthly board meeting.

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

Progress – Met Goal

### **XVI. Public Comment**

Sarah O'Bryan introduced the Public Hearing for IDEA Part B and IDEA ARP Public Funds Use Hearing.

The purpose of this hearing is to give the public an opportunity to provide comments on the School's use of IDEA Part B funding and IDEA ARP Public Funds Use Hearing.

There was a request for public comment. No public comment was offered.

### **New Business**

Sarah O'Bryan requested the Election of Board Members and the Election of Officers.

**Appointment of Board Members**

**WCE-2023-05-08**

A motion was made Rodney Spencer, and was seconded by Thomas Bonner, electing Charles Ledger, Bogusia Chmielewski, Donna Stelter, Thomas Bonner, and Rodney Spencer to serve as board members for Constellation Schools: Westpark Community Elementary  
All board members concurred.  
Motion Carried

**Appointment of Board President – Charles Ledger**

**WCE-2023-05-09**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, electing Charles Ledger as Board President for Constellation Schools: Westpark Community Elementary.  
All board members concurred.  
Motion Carried

**Appointment of Board Vice President – Bogusia Chmielewski**

**WCE-2023-05-10**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, electing Bogusia Chmielewski as Board Vice President for Constellation Schools: Westpark Community Elementary.  
All board members concurred.  
Motion Carried

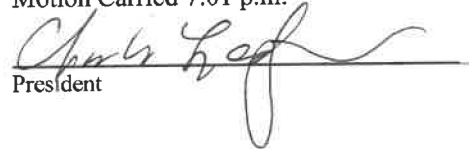
**Appointment of Board Secretary – Donna Stelter**

**WCE-2023-05-11**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, electing Donna Stelter as Board Secretary for Constellation Schools: Westpark Community Elementary.  
All board members concurred.  
Motion Carried

**Adjourn**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, to adjourn.  
All board members concurred.  
Motion Carried 7:01 p.m.

  
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President

  
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Secretary