

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, August 17, 2023  
Constellation Schools – Administrative Offices, Parma, Ohio

**I. Roll Call**

Sarah O’Bryan called the meeting to order at 6:02 p.m. with the following members present: Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner. Absent: Rodney Spencer.

School staff present: None

ACCEL Schools LLC present: Sarah O’Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, Kate Craft, Garrick Lukich, and Brian Preseren.

Sponsor representative: Joyce Lewis and Julie Kadri

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – July 20, 2023**

**WCE-2023-08-01**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of July 20, 2023, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2023/2024 is 210.

**Approval of Field Trip**

**WCE-2023-08-02**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the field trip, as presented.

All board members concurred.

Motion Carried

**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**

No report.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O'Bryan requested board approval to ratify Personnel Actions for 2023-2024.

**Ratify Personnel Actions for 2023-2024**

**WCE-2023-08-03**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving ratifying the Personnel Actions for 2023-2024, 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**

Sarah O'Bryan requested board approval for the July 2023 Financial Report.

**July 2023 Financial Report**

**WCE-2023-08-04**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the July 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 August 2023, Superintendent Residency Verification Report. Board approval was requested for Revised Policy 2.2070 Promotion and Retention. Board approval was requested for Revised Policy 3.2080 Time Records. Board approval was requested for Revised Policy 4.1130 R.C.§3314.041 Notice. Board approval was requested for EMIS Staffing for 2023-2024. Board approval was requested to ratify the TES Agreement.

**Acknowledgment of Superintendent Residency Verification Report for August 2023**

Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner acknowledged they reviewed the August 2023 Superintendent Residency Verification Reports.

**Revised Policy 2.2070 Promotion and Retention**

**WCE-2023-08-05**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 2.2070 Promotion and Retention, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 3.2080 Time Records**

**WCE-2023-08-06**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 3.2080 Time Records, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 4.1130 R.C.§3314.041 Notice**

**WCE-2023-08-07**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 4.1130 R.C.§3314.041 Notice, as presented (see attached).

All board members concurred.

Motion Carried

**EMIS Staffing for 2023-2024**

**WCE-2023-08-08**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the EMIS Staffing for 2023-2024, as presented (see attached).  
All board members concurred.  
Motion Carried

**Ratify TES Agreement**

**WCE-2023-08-09**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving ratifying the TES Agreement, as presented (see attached).  
All board members concurred.  
Motion Carried

**XV. Sponsor Update**

The State Board voted to raise the promotion score for grade 3 English Language Arts to 690 or a reading sub score of a 48. In addition to the update of the promotion scores students who were in grade 3 during the 22-23 school year must be promoted to 4<sup>th</sup> grade regardless of their reading score unless a student’s parent or guardian requests otherwise. Additionally, for the 23-24 school year, student’s parent, or guardian, in consultation with the student’s reading teacher and principal, may request that the student be promoted to fourth grade regardless of the student’s score on the Ohio State Test for grade 3 English Language Arts. However, any student who is promoted to 4<sup>th</sup> grade through this exemption must continue to receive at least 90 minutes of reading instruction that includes intensive intervention until the student is reading at grade level.

Our office is excited to be facilitating a book club for sponsored schools during the 2023-2024 school year. This opportunity will offer board members, principals, management company representatives, and interested educators a chance to engage in professional reading, network with other community school stakeholders, and achieve professional development goals. More information can be found in the August Sponsor update found on our website.

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.

**XVI. Public Comment**

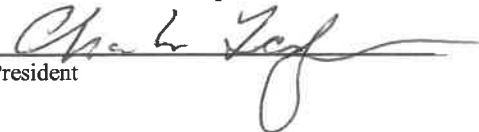
No report.


**New Business**

Sarah O’Bryan reminded Board Members that the remaining school board meetings will be held at the Parma Community Middle/High School.

**Adjourn**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, to adjourn.  
All board members concurred.  
Motion Carried 6:19 p.m.

  
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President

  
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Secretary