

Constellation Schools: Westpark Community Elementary
Board Meeting Minutes
Thursday, September 21, 2023
Constellation Schools – Parma Community Middle & High Cafeteria, 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: None

ACCEL Schools LLC present: Chad Carr, Sarah O’Bryan, Debbie Piazza, Kate Craft, Lisa Vinarcik, Garrick Lukich, and Brian Preseren.

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 – August 17, 2023

WCE-2023-09-01

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the minutes of August 17, 2023, as presented.

All board members concurred.

Motion Carried

IV. Principal Report

Enrollment for school year 2023/2024 is 244.

V. Committee Reports

LPDC September 13, 2023, agenda/minutes were made available to board members.

VI. Education Services

Education Program Coordinator

No report.

Curriculum & Instruction Program Coordinator

No report.

VII. Student Services

Special Education Program Coordinator

Special Education Numbers for September 2023 were made available to board members.

School Nurse Program Coordinator

The Nursing Services Report was made available to board members.

VIII. Technology Report

No report.

IX. Human Resources Report

No report.

X. Facilities Manager Report

No report.

XI. Business and Safety Manager Report

Brian Preseren requested that the board members acknowledge that they reviewed the board policies on School Health and Safety.

Acknowledgment of Board Policies on School Health and Safety

Charles Ledger, Bogusia Chmielewski, Rodney Spencer and Thomas Bonner acknowledged they reviewed the Board Policies on School Health and Safety.

XII. Marketing Report

No report.

XIII. Treasurer Report

Dave Mass requested board approval for the August 2023 Financial Report.

August 2023 Financial Report

WCE-2023-09-02

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the August 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 September 2023, Superintendent Residency Verification Report. Board approval was requested to ratify the ProCare Therapy Addendum A Client Assignment Confirmation. Board approval was requested ratifying the ProCare Therapy Addendum A Terms of Teleservices Assignment.

Acknowledgment of Superintendent Residency Verification Report for September 2023

Charles Ledger, Bogusia Chmielewski, Rodney Spencer and Thomas Bonner reviewed the September 2023 Superintendent Residency Verification Reports.

ProCare Therapy Addendum A Client Assignment Confirmation

WCE-2023-09-03

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving ratifying the ProCare Therapy Addendum A Client Assignment Confirmation, as presented (see attached).

All board members concurred.

Motion Carried

ProCare Therapy Addendum A Terms of Teleservices Assignment

WCE-2023-09-04

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving ratifying the ProCare Therapy Addendum A Terms of Teleservices Assignment, as presented (see attached).

All board members concurred.

Motion Carried

XV. Sponsor Update

As a reminder, our office issued guidance regarding a board-adopted plan for virtual make-up days due November 1st and open meetings and public records training with the Attorney General or Auditor of State due April 30, 2024. In order to be in compliance with the law, we are asking our boards and required school and management representatives to complete the Attorney General or Auditor of State training by our internal deadline of April 30, 2024.

Special Education Highlight: The Ohio Department of Education recently released updated Operating Standards for the Education of Children with Disabilities. All changes are effective July 1, 2023. A list of the updated changes are [linked here](#).

September site visit highlights include:

- a building walkthrough with a focus on health and safety

- a review of monthly emergency drill requirements
- a review of the school’s climate and culture including PBIS and discipline
- testing and instructional calendar compliance review
- a review of the new Performance Framework (11.6) Rubric
- staff training for state assessment requirements
- Dyslexia law rollout, including multidisciplinary teams and screener planning.

At the October site visits, we will conduct classroom observations with a focus on climate and culture.

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.

School Governance Performance Targets and Metrics					
Measure Domain	Assessment	Exceeds the Standard (6 points)	Meets the Standard (4 points)	Approaches the Standard (2 points)	Falls Below the Standard (0 points)
School Governance	Board Engagement	100% of board members attend two (2) or more school visits or school-sponsored events	100% of board members attend at least one (1) school visit or school-sponsored event	At least one board member attends at least one (1) school visit or school-sponsored event	Zero (0) board members attend a school visit or school-sponsored event
Evidence: Not started					
School Governance	Required Number of Regular Board Meetings		Six (6) Meetings held per year	Five (5) meetings held per year	Four (4) or fewer meetings held per year
Evidence: Currently they have 9 board meetings scheduled.					
School Governance	Required Number of Board Members		Five (5) or more sponsor approved board members for all meetings		Fewer than five (5) sponsor approved board members for one (1) or more meetings
Evidence: They are currently in compliance with this.					
School Governance	Proper Meeting Notice		Timely public notice for all meetings, reschedules, and cancellations	Timely public notice not provided for one (1) meeting, reschedule, or cancellation	Timely public notice not provided for two (2) or more meetings, reschedules, or cancellations
Evidence: They are currently in compliance with this.					

School Governance	Required Board Member Training		Completion of Open Meetings and Public Records for 100% of board members	Completion of Open Meetings and Public Records for 80-99% of board members	Completion of Open Meetings and Public Records for less than 80% of board members
Evidence: Not Started					
School Governance	Board Member Attendance	Overall member attendance is >90%	Overall member attendance is between 80-90%	Overall member attendance is between 70-79%	Overall member attendance is <70%
Evidence: Attendance will be tracked beginning in November.					

Joyce Lewis will be sending an invite out for a school site visit.

XVI. Public Comment

No report.

New Business

No report.

Adjourn


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

All board members concurred.

Motion Carried 6:21 p.m.



 President



 Secretary