

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, October 19, 2023  
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

**I. Roll Call**

Sarah O’Bryan called the meeting to order at 6:01 p.m. with the following members present: Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer, and Thomas Bonner.

School staff present: Jean Rizi

ACCEL Schools LLC present: Sarah O’Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, 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 – September 19, 2023**

**WCE-2023-10-01**

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

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2023/2024 is 236.

**Field Trip**

**WCE-2023-10-02**

A motion was made by Rodney Spencer, 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**

Debbie Piazza requested board adoption of the resolution for the Plan for Completion of Make-Up Days Via Web Access.

**Resolution – Plan for Completion of Make-Up Days Via Web Access**

**WCE-2023-10-03**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, adopting the resolution for the Plan for Completion of Make-Up Days Via Web Access, as presented (see attached).

All board members concurred.

Motion Carried

**Curriculum & Instruction Program Coordinator**

Christine Garten requested board approval for the Reading Improvement Plan.

**Reading Improvement Plan**

**WCE-2023-10-04**

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

**VII. Student Services**

**Special Education Program Coordinator**

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

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O’Byran requested board members to ratify the Personnel Actions. Resignations and Separations were made available to board members as information only.

**Ratify Personnel Actions**

**WCE-2023-10-05**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving ratifying the Personnel Actions, 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 requested board approval for the 2022-2023 Annual Report. Board members were requested to review and acknowledge the Racial Balance Assessment.

**2022-2023 Annual Report**

**WCE-2023-10-06**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the 2022-2023 Annual Report, as presented (see attached).  
All board members concurred.  
Motion Carried

**Acknowledgment of Racial Balance Assessment**

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer and Thomas Bonner acknowledged they reviewed the Racial Balance Assessment.

**XIII. Treasurer Report**

Dave Mass requested board approval for the September 2023 Financial Report. Board approval was requested for the FY 2024 Five Year Forecasts (Resolution) and the FY 2024 Annual Budgets and Revised FY 2024 ODE Formatted Budgets (Resolution)

**September 2023 Financial Report**

**WCE-2023-10-07**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the September 2023 Financial Report, as presented (see attached).  
All board members concurred.  
Motion Carried

**Resolution - FY2024 Five Year Forecast**

**WCE-2023-10-08**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, adopting the Resolution approving the FY 2024 Five Year Forecast (see attached).

All board members concurred.

Motion Carried

**Resolution – Revised 2024 Annual Budget and Revised 2024 Annual Budget in ODE Format**

**WCE-2023-10-09**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, adopting the resolution approving the Revised 2024 Annual Budget and Revised 2024 Annual Budget in ODE Format, 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 October 2023, Superintendent Residency Verification Report.

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

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer and Thomas Bonner acknowledged they reviewed the October 2023 Superintendent Residency Verification Report.

**XV. Sponsor Update**

As a reminder the open meetings and public records training with the Attorney General or Auditor of State is 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.

Kurt Aey, the director of ESCLEW Community Schools sent an email containing the school's Annual Performance Report. The report summarizes the school’s academic performance, legal compliance, financial health and sustainability, and organizational and operational performance according to the most recent data available for the year in review. You will also see within this report how your school has performed as compared to previous years in the current term of the contract. The Annual Performance Report also provides an overview of your school’s enrollment demographics for the 2022-2023 school year.

The ESC of Lake Erie West is committed to promoting high-quality education for public school students in Ohio. This Annual Performance Report is produced in order to:

1. Provide timely information to the community school on its performance relative to the standards and expectations established by applicable federal and state law and the charter contract.
2. Identify the school’s strengths and any areas needing improvement.
3. Provide information that enables the community and the public to understand the school’s performance, including its fulfillment of public obligations.

September site visit highlights included:

- 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.

<b>School Governance Performance Targets and Metrics</b>					
<b>Measure Domain</b>	<b>Assessment</b>	<b>Exceeds the Standard (6 points)</b>	<b>Meets the Standard (4 points)</b>	<b>Approaches the Standard (2 points)</b>	<b>Falls Below the Standard (0 points)</b>
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
<b>Evidence:</b> 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
<b>Evidence:</b> 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
<b>Evidence:</b> In Compliance					
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
<b>Evidence:</b> In compliance					
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
<b>Evidence:</b> 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%
<b>Evidence:</b> Attendance will be tracked beginning in November.					

**XVI. Old Business**

No report.

**XVII. Public Comment**

No report.

**XVIII. New Business**

Sarah O'Bryan will be putting a small presentation together on the components of the School State Report Card to share with board members.

**Adjourn**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, to adjourn.

All board members concurred.

Motion Carried 6:55 p.m.

  
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President

  
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Secretary