

Constellation Schools: Westpark Community Middle  
Board Meeting Minutes  
Thursday, November 16, 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: James Tortelli, Deborah Callen, Laurene Perkins, and Joseph Sgro. Absent Greg Kozarik

School staff present: Debbie Rotolo

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: Joe Calinger

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

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

**WCM-2023-11-01**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, approving the minutes of October 19, 2023, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2023/2024 is 143.

**V. Committee Reports**

The LPDC November 15, 2023, Agenda/Minutes were made available to the 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 November 2023 were made available to the board members.

**School Nurse Program Coordinator**

The Nursing Service Report was made available to the board members. Julia Howerton requested board approval for the Principal and Assistant Principal to be the designated individual for implementation of Seizure Actions Plans.

**Implementation of Seizure Action Plan Designated Employee**

**WCM-2023-11-02**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, approving the Principal and Assistant Principal to be the designated individual for implementation of Seizure Action Plans, as presented.

All board members concurred.

Motion Carried

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O'Bryan requested board approval for Supplemental Requests/Stipends.

**Supplemental Requests/Stipends**

**WCM-2023-11-03**

A motion was made by Laurene Perkins, and was seconded by Joseph Sgro, approving the Supplemental Requests/Stipends, 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 October 2023 Financial Report.

**October 2023 Financial Report**

**WCM-2023-11-04**

A motion was made by James Tortelli, and was seconded by Deborah Callen, approving the October 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 November 2023, Superintendent Residency Verification Report. Board approval was requested to ratify the FIT Technologies Revised Cat2 e-Rate Agreement. Board approval was requested to review and re-adopt Policy 2.2040.4 Student Assessment and Academic Prevention/Intervention Services.

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

James Tortelli, Deborah Callen, Laurene Perkins, and Joseph Sgro acknowledged they reviewed the November 2023 Superintendent Residency Verification Report.

**Ratify FIT Technologies Revised Cat2 e-Rate Agreement**

**WCM-2023-11-05**

A motion was made by Laurene Perkins, and was seconded by Joseph Sgro, approving ratifying the FIT Technologies Revised Cat2 e-Rate Agreement, as presented (see attached).

All board members concurred.

Motion Carried

**Annual Review and Re-Adopt Policy 2.2040.4 Student Assessment and Academic Prevention/Intervention Services**

**WCM-2023-11-06**

A motion was made by Laurene Perkins, and was seconded by Joseph Sgro, approving the annual review and re-adopting of Policy 2.2040.4 Student Assessment and Academic Prevention/Intervention Services, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

Board members received the monthly board report.

**XVI. Old Business**

Sarah O'Bryan informed board members that starting with the January 2024 board meeting, breakout sessions will be held with their school and board members to discuss achievement, staff and student culture, customer service, enrollment, and events at the school.

**XVII. Public Comment**

No report.

**XVIII. New Business**

No report.

**Adjourn**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, to adjourn.

All board members concurred.

Motion Carried 6:50 p.m.



President



Secretary