

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, January 18, 2024  
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 and Thomas Bonner. Absent: Rodney Spencer.

School staff present: None

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

Sponsor representative: Joyce Lewis

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – November 16, 2023**

**WCE-2024-01-01**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of November 16, 2023, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2023/2024 is 234.

**Authorizing Field Trip**

**WCE-2024-01-02**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, authorizing 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 members acknowledge they reviewed the Bullying, Harassment, and Intimidation Reporting.

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

Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner acknowledged they reviewed the Bullying, Harassment, and Intimidation Report.

**Curriculum & Instruction Program Coordinator**

No report.

**VII. Student Services**

**Special Education Program Coordinator**

Special Education Numbers for December 2023 and January 2024 were made available to the board members.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Chad Carr requested board approval to ratify Personnel Actions. Resignations and Separations were made available to board members as information only. Board approval was requested for Stipends.

**Personnel Actions**

**WCE-2024-01-03**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving ratifying the Personnel Actions for School Year 2023-2024, as presented (see attached)

All board members concurred.

Motion Carried

**Stipend Requests**

**WCE-2024-01-04**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Stipend Requests, as presented (see attached)

All board members concurred.

Motion Carried

**X. Facilities Manager Report**

Garrick Lukich requested board approval for the City Uniform and Linen Service Agreement.

**City Uniform and Linen Service Agreement**

**WCE-2024-01-05**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the City Uniform and Linen Service Agreement, as presented (see attached)

All board members concurred.

Motion Carried

**XI. Business and Safety Manager Report**

No report.

**XII. Marketing Report**

No report.

**XIII. Treasurer Report**

Chad Carr requested board approval for the November and December 2023 Financial Reports.

**November and December 2023 Financial Reports**

**WCE-2024-01-06**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the November and December 2023 Financial Reports, as presented (see attached).

All board members concurred.

Motion Carried

**XIV. Superintendent Report**

Chad Carr requested that the board members acknowledge they reviewed the December 2023 and January 2024, Superintendent Residency Verification Report. Board approval was requested for the Vector Solutions Client Agreement effective February 15, 2024. Board approval was requested for the Student Wellness and Success Funds Plan. Board approval was requested to ratify the AccordWare LLC – 2023 ACA Order Form. Board approval was requested for the Constellation Schools Technology Fee Detail.

**Acknowledgment of Superintendent Residency Verification Report for December 2023 and January 2024**

Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner acknowledged they reviewed the December 2023 and January 2024 Superintendent Residency Verification Report.

**Vector Solutions Client Agreement**

**WCE-2024-01-07**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Vector Solutions Client Agreement effective February 15, 2024, as presented (see attached).

All board members concurred.

Motion Carried

**Student Wellness and Success Funds Plan**

**WCE-2024-01-08**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Student Wellness and Success Funds Plan, as presented (see attached).

All board members concurred.

Motion Carried

**AccordWare LLC – 2023 ACA Order Form**

**WCE-2024-01-09**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving ratifying the AccordWare LLC – 2023 ACA Order Form, as presented (see attached).

All board members concurred.

Motion Carried

**Constellation Schools Technology Fee Detail**

**WCE-2024-01-10**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Constellation Schools Technology Fee Detail, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

<b>Presented by:</b>	<b>Joyce Lewis</b>	<b>In Person</b>
Governing Authority Highlights / Important updates from ESCLEW	The Special Education Profiles were released on December 15,2023. The Department of Education and Workforce will be releasing the second phase, which is disproportionality results within the next few weeks and lastly additional information in the spring. Schools who have been identified as a school with required actions are required to meet briefly with our Special Education Specialist to ensure an understanding of the requirements outlined in the profile. The meeting should include the principal and (if not the principal) whoever is responsible for uploading the required documents.	
Recent Site Visit Highlights	January’s site visit included academic intervention discussions, and a discussion around PBIS an climate and culture	
Financial Update	Our Financial consultant Linda Moyer 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.	
Any questions asked by the Governing Authority for the Sponsor?		

Follow up provided.	

<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> Board meetings were held in the following months: July August September October November					
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> They currently have 5 board members					
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

**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%
<b>Evidence:</b> Attendance will be tracked beginning in November. November: 5/5					

**XVI. Old Business**

No report.

**XVII. Public Comment**

No report.

**XVIII. New Business**

No report.

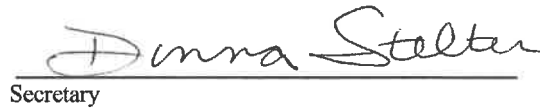
**Adjourn**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielecki, to adjourn.

All board members concurred.

Motion Carried 6:35 p.m.

  
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President

  
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Secretary