

Constellation Schools: Westpark Community Elementary
Board Meeting Minutes
Thursday, March 21, 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: Jean Rizzi

ACCEL Schools LLC Present: Sarah O’Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, Kate Craft, Julia Howerton and Garrick Lukich.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa

II. Adoption of Agenda

The agenda was adopted as presented.

III. Approval of Minutes

Approval of Minutes – January 18, 2024

WCE-2024-03-01

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of January 18, 2024, as presented.

All board members concurred.

Motion Carried

Jean Rizzi shared a presentation with their board members highlighting Academics, School Climate and Culture and upcoming events.

IV. Principal Report

Enrollment for school year 2023/2024 is 239.

Re-Enrollment for school year 2024/2025 is 127.

Approval of Field Trip

WCE-2024-03-02

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

LPDC February 7, 2024, Minutes were made available to the board members.

VI. Education Services

Education Program Coordinator

Debbie Piazza requested board approval for the 2024-2025 School Calendar.

2024/2025 School Calendar

WCE-2024-03-03

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the 2024/2025 School Calendar, as presented. (see attached)

All board members concurred.

Motion Carried

Curriculum & Instruction Program Coordinator

Christine Garten requested board approval on Senate Bill 288 - Erin’s Law- In-Service Training in the Prevention of Child Abuse, Violence, and Sexual Abuse.

Senate Bill 288 – Erin’s Law - In-Service Training in the Prevention of Child Abuse, Violence, and Sexual Abuse

WCE-2024-03-04

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Senate Bill 288 - Erin’s Law – In-Service Training in the Prevention of Child Abuse, Violence, and Sexual Abuse, as presented.

All board members concurred.

Motion Carried

VII. Student Services

Special Education Program Coordinator

Special Education Numbers for February and March 2024 were made available to the board members.

School Nurse Program Coordinator

No report.

VIII. Technology Report

No report.

IX. Human Resources Report

Sarah O’Bryan requested board members approve Stipends. Resignations and Separations were presented to board members as information only.

Stipends

WCE-2024-03-05

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the 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

Dave Massa requested board approval for the January and February 2024 Financial Reports.

January and February 2024 Financial Reports

WCE-2024-03-06

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the January and February 2024 Financial Reports, 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 February and March 2024 Superintendent Residency Verification Report. Board approval was requested to ratify the ProCare Addendum A Client Assignment Confirmation. Board approval was requested for Revised Policy 5.2060 Facility Security. Board approval was requested for New Policy 3.3050.1 Paid Time Off effective July 1, 2024. Board approval was requested to Rescind Policy 3.3050 Personal Time effective July 1, 2024. Board approval was requested to Rescind Policy 3.3060 Sick Leave effective July 1, 2024. Board approval was requested to Rescind Policy 3.3100 Paid Vacations effective July 1, 2024. Board approval was requested for Sunburst Workforce Advisors, LLC Master Service Agreement. Board approval was requested for Faculty, Building Leader, and Statement of Compensation Templates for School Year 2024/2025.

Acknowledgment of Superintendent Residency Verification Report for February and March 2024

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

Ratify ProCare Addendum A Client Assignment Confirmation

WCE-2024-03-07

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

All board members concurred.

Motion Carried

Revised Policy 5.2060 Facility Security

WCE-2024-03-08

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Revised Policy 5.2060 Facility Security, as presented (see attached).

All board members concurred.

Motion Carried

New Policy 3.3050.1 Paid Time Off Effective July 1, 2024

WCE-2024-03-09

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the New Policy 3.3050.1 Paid Time Off effective July 1, 2024, as presented (see attached).

All board members concurred.

Motion Carried

Rescind Policy 3.3050 Personal Time Effective July 1, 2024

WCE-2024-03-10

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Rescinding Policy 3.3050 Personal Time effective July 1, 2024, as presented (see attached).

All board members concurred.

Motion Carried

Rescind Policy 3.3060 Sick Leave Effective July 1, 2024

WCE-2024-03-11

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Rescinding Policy 3.3060 Sick Leave effective July 1, 2024, as presented (see attached).

All board members concurred.

Motion Carried

Rescind Policy 3.3100 Paid Vacations Effective July 1, 2024

WCE-2024-03-12

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Rescinding Policy 3.3100 Paid Vacations effective July 1, 2024, as presented (see attached).

All board members concurred.

Motion Carried

Sunburst Workforce Advisors, LLC Master Service Agreement

WCE-2024-03-13

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Sunburst Workforce Advisors, LLC Master Service Agreement, as presented (see attached).

All board members concurred.

Motion Carried

Faculty, Building Leader, and Statement of Compensation Templates for School Year 2024-2025

WCE-2024-03-14

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Faculty, Building Leader, and Statement of Compensation Templates for School Year 2024/2025, as presented (see attached).

All board members concurred.

Motion Carried

XV. Sponsor Update

Joyce Lewis reminded everyone that the Open Meetings and Public Training needs to be completed by April 30, 2024.

Presented by:	Joyce Lewis	In Person
Governing Authority Highlights / Important updates from ESCLEW	In August 2023, the Auditor of State announced plans to test compliance with Sunshine Training completion by community school officials, requiring approval from the Attorney General. However, the Auditor of State's Office revised Bulletin 2021-007 in January 2024, delaying compliance testing. ESCLEW will now accept Open Meetings and Public Records training from alternate sources until April 30, 2024. Additionally, an extra training session with Adam Schira is being arranged, with details to follow. For further inquiries, please reach out directly.	
Recent Site Visit Highlights	In February, we conducted a comprehensive review of the school's mid-year assessment data, ensuring that progress on the school's 11.6 goals was updated and discussed. We also verified the status of staff training plans for state assessments. Additionally, we assessed new compliance requirements, including those related to students requiring seizure plans, and the provision of feminine hygiene products to students in grades 6-12 was also addressed. This month we are reviewing RIMPS, interviewing staff members, updating any progress on 11.6 and verifying the spring OST assessments are scheduled to take place.	
Financial Update	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.	
Any questions asked by the Governing Authority for the Sponsor?		
Follow up provided		

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: Board meetings were held in the following months: July August September October November January					
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 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
Evidence: 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%
Evidence: Attendance will be tracked beginning in November. November: 5/5 January: 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 Chmielewski, to adjourn.

All board members concurred.

Motion Carried 6:39 p.m.



President



Secretary