

Constellation Schools: Westpark Community Middle  
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: James Tortelli, Laurene Perkins, and Joseph Sgro.

School staff present: Debbie Rotolo

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

Sponsor representative: Joe Calinger

Financial Services: Dave Massa

**Ratify Approval of Resignation of Boad Member Greg Kozarik.**

**Ratify Board Member Resignation**

**WCM-2024-03-01**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, approving ratifying the Resignation of Board Member Greg Kozarik, as presented.

All board members concurred.

Motion Carried

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – January 18, 2024**

**WCM-2024-03-02**

A motion was made by Laurene Perkins, and was seconded by Joseph Sgro, approving the minutes of January 18, 2024, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2023/2024 is 143.

Re-Enrollment for school year 2024/2025 is 155.

**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**

**WCM-2024-03-03**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, 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**

**WCM-2024-03-04**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, 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**

No report.

**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**

**WCM-2024-03-05**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, 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**

James Tortelli, Laurene Perkins, and Joseph Sgro acknowledged they reviewed the February and March 2024 Superintendent Residency Verification Report.

**Ratify ProCare Addendum A Client Assignment Confirmation**

**WCM-2024-03-06**

A motion was made by Laurene Perkins, and was seconded by Joseph Sgro, 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**

**WCM-2024-03-07**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, 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**

**WCM-2024-03-08**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, 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**

**WCM-2024-03-09**

A motion was made by Laurene Perkins, and was seconded by James Tortelli, 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**

**WCM-2024-03-10**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, 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**

**WCM-2024-03-11**

A motion was made by Laurene Perkins, and was seconded by Joseph Sgro, 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**

**WCM-2024-03-12**

A motion was made by Laurene Perkins, and was seconded by Joseph Sgro, 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**

**WCM-2024-03-13**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, 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**

Board members received the monthly board report.

**XVI. Old Business**

No report.

**XVII. Public Comment**

No report.

**XVIII. New Business**

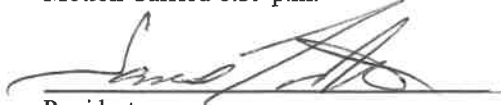
No report.

**Adjourn**

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

All board members concurred.

Motion Carried 6:39 p.m.

  
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President

  
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Secretary