

Constellation Schools: Westpark Community Elementary
Board Meeting Minutes
Thursday, April 18, 2024
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

I. Roll Call

Sarah O'Bryan called the meeting to order at 6:00 p.m. with the following members present: Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner. Absent: Rodney Spencer.

School staff present: Jean Rizi

ACCEL Schools LLC Present: Sarah O'Bryan, Mary Beth Oko, Christine Garten, Kate Craft, Julia Howerton, Lisa Vinarcik, 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 – March 21, 2024

WCE-2024-04-01

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of March 21, 2024, as presented.

All board members concurred.

Motion Carried

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-2024-04-02

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

No report.

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 April 2024 were made available to the board members.

School Nurse Program Coordinator

The Nursing Service Report was made available to the board members.

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

Sarah O'Bryan requested board approval for the March 2024 Financial Reports.

March 2024 Financial Report

WCE-2024-04-03

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the March 2024 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 April 2024 Superintendent Residency Verification Report. Board approval was requested to ratify approval for the Procurify Renewal Order Form.

Acknowledgment of Superintendent Residency Verification Report for April 2024

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

Ratify Approval for Procurify Renewal Order Form

WCE-2024-04-04

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving ratifying the Procurify Renewal Order Form for 2024/2025 Fiscal Year, as presented (see attached).

All board members concurred.

Motion Carried

XV. Sponsor Update

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

Presented by:	Joyce Lewis	In Person
Governing Authority Highlights / Important updates from ESCLEW	<p>Please remember the Open Meetings and Public Records training should be completed by April 30, 2024.</p> <p>We will be collecting the spring data for the school's academic Performance Framework Goals for the 2023-24 school year. These goals include Achievement, and Growth. Additionally, the data from the Ohio Report Card will be collected in the fall once the results are released. While all three sections will be evaluated, only the section with the highest score will be considered in the school's annual evaluation and high stakes review.</p>	
	Last month, we conducted RIMPS reviews, staff interviews, updated progress on 11.6, and confirmed scheduling for spring OST assessments.	

Recent Site Visit Highlights	This month, our focus is on several key tasks. Firstly, we'll ensure Emergency Drill Log compliance and verify high school Graduation Ceremony arrangements. We'll assess Task #223 for K-6 grades, checking for mandated child sexual abuse prevention in the curriculum. For grades 7-12, Task #224 will be reviewed for sexual violence prevention instruction. Task #225 involves confirming parental notification and access to related materials for students in prevention instruction, along with any student exemptions upon request. Additionally, Task #706, Erin's Law, will be checked to ensure the governing authority has adopted a program of in-service training in child abuse, violence, and sexual abuse prevention, delivered by law enforcement or prosecutors with relevant expertise.
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
- March

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
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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
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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
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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%
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Evidence:

Attendance will be tracked beginning in November.

November: 5/5

January: 5/5

March: 3/5

XVI. Old Business

No report.

XVII. Public Comment

No report.

XVIII. New Business

No report.

Adjourn

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

All board members concurred.

Motion Carried 6:32 p.m.



President



Secretary