

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, August 15, 2024  
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

**I. Roll Call**

Sarah O’Bryan called the meeting to order at 6:02 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, Debbie Piazza, Christine Garten, Julia Howerton, Lisa Vinarcik and Garrick Lukich.

Sponsor representative: Joyce Lewis

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

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

**WCE-2024-08-01**

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

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2024/2025 is 203.

**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**

No report.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O’Bryan requested board approval to ratify Personnel Requests for School Year 2024-2025.

**Personnel Requests**

**WCE-2024-08-02**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving ratifying the 2024-2025 Personnel Requests, 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 July 2024 Financial Report.

**July 2024 Financial Report**

**WCE-2024-08-03**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the July 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 August 2024 Superintendent Residency Verification Report. Board approval was requested for New and Revised Policies. Board approval was requested for EMIS staffing for the School Year 2024-2025. Sarah O'Bryan requested that the board members acknowledge the Letter of Engagement with Ice Miller as Bond Counsel.

**Acknowledgment of Superintendent Residency Verification Report for August 2024**

Bogusia Chmielewski Thomas Bonner, and Robert Dollinger acknowledged they reviewed the August 2024 Superintendent Residency Verification Report.

**New Policy 2.1170.2 Dyslexia Supports**

**WCE-2024-08-04**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving New Policy 2.1170.2 Dyslexia Supports, as presented (see attached).

All board members concurred.

Motion Carried

**New Policy 3.4270 Staff Student Relationship**

**WCE-2024-08-05**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving New Policy 3.4270 Staff Student Relationship, as presented (see attached).

All board members concurred.

Motion Carried

**New Policy 5.2030.1 Threatening Behavior Toward Staff Members**

**WCE-2024-08-06**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving New Policy 5.2030.1 Threatening Behavior Toward Staff Members, as presented (see attached).

All board members concurred.

Motion Carried

**New Policy 3.1010.1 Nondiscrimination Based on Pregnancy and Lactation Accommodations**

**WCE-2024-08-07**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving New Policy 3.1010.1 Nondiscrimination Based on Pregnancy and Lactation Accommodations, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 1.1050 Definitions and Headings**

**WCE-2024-08-08**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 1.1050 Definitions and Headings, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 7.5030 Federal Grants Procurement, Monitoring, and Administration**

**WCE-2024-08-09**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 7.5030 Federal Grants Procurement, Monitoring, and Administration, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 2.1130 Religion in the Schools**

**WCE-2024-08-10**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 2.1130 Religion in the Schools, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 4.1150 Enrollment and Residency Policy**

**WCE-2024-08-11**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 4.1150 Enrollment and Residency Policy, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 4.1070 Attendance, Truancy, Withdrawal**

**WCE-2024-08-12**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 4.1070 Attendance, Truancy, Withdrawal, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 5.1260 Return to Play**

**WCE-2024-08-13**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 5.1260 Return to Play, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 3.2510 Teachers**

**WCE-2024-08-14**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 3.2510 Teachers, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 3.2140 Ohio Resident Educator Program**

**WCE-2024-08-15**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 3.2140 Ohio Resident Educator Program, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 3.2520 Educational Assistants**

**WCE-2024-08-16**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 3.2520 Educational Assistants, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 3.2530 Other Employees** **WCE-2024-08-17**  
 A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 3.2530 Other Employees, as presented (see attached).  
 All board members concurred.  
 Motion Carried

**Revised Policy 3.2540 Substitute Teachers** **WCE-2024-08-18**  
 A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 3.2540 Substitute Teachers, as presented (see attached).  
 All board members concurred.  
 Motion Carried

**Revised Policy 3.4010 Outside Activities** **WCE-2024-08-19**  
 A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 3.4010 Outside Activities, as presented (see attached).  
 All board members concurred.  
 Motion Carried

**Revised Policy 3.4260 Social Networking Websites** **WCE-2024-08-20**  
 A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving Revised Policy 3.4260 Social Networking Websites, as presented (see attached).  
 All board members concurred.  
 Motion Carried

**EMIS Staffing for School Year 2024-2025** **WCE-2024-08-21**  
 A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving the EMIS Staffing for School Year 2024-2025, as presented (see attached).  
 All board members concurred.  
 Motion Carried

**Acknowledgment of Letter of Engagement with Ice Miller as Bond Counsel**  
 Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner acknowledged they reviewed the Letter of Engagement with Ice Miller as Bond Counsel.

**XV. Sponsor Update**

Month – August 2024

<b>Presented by:</b>	Joyce Lewis	In person
Governing Authority Highlights / Important updates from ESCLEW	<p><b>Legislative Updates from Summer 2024:</b></p> <ul style="list-style-type: none"> <li>● AEDs in Schools: Schools are required to install defibrillators by October 22, 2024.</li> <li>● Residency Policy: Monthly checks on student residency are no longer mandated.</li> <li>● Religious Absences: Students are permitted up to three days off for religious reasons without the need for justification.</li> <li>● Political Affiliations: Schools are prohibited from inquiring about political beliefs, with policies to be implemented by December 23, 2024.</li> <li>● Cell Phone Usage: Schools must establish policies to limit cell phone use during the school day, effective by July 1, 2025.</li> <li>● Rapback Enrollment: Enrollment in the Rapback system is mandatory for school drivers by October 31, 2024.</li> <li>● Title IX: New regulations are delayed; schools should continue following existing procedures.</li> </ul>	

	<p><b>Save the Date: September 14, 2024</b></p> <ul style="list-style-type: none"> <li>Join us for open meetings and Sunshine Law training from 9:00 AM to 11:00 AM. Additional details will be provided soon.</li> </ul>
School Highlights	Instead of conducting a technical needs survey, I will be scheduling site visits this month to discuss key topics in education. Through this dialogue, ESCLEW will identify various areas where we can offer technical assistance. In addition, a Corrective Action Plan (CAP) meeting will be scheduled for Constellation Schools: Stockyard Community Elementary to review the items listed in the CAP.
Financial Update	The ESCLEW Community Schools Financial Consultant held a monthly meeting with the school's treasurer, a completed report was emailed following the meeting. If you have any concerns with your school's financials, please contact your school's 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
<b>Evidence:</b> Thomas-Charles-Donna-Bogusia-Rodney-					
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> July					

School Governance	Required Number of Board Members		Five (5) or more sponsor approved board members for all meetings		Fewer than (5) sponsor approved board members one (1) or meeting
<b>Evidence:</b> July-5					
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, reschedule or cancellation
<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
<b>Evidence:</b> Thomas-Charles-Donna-Bogusia-Rodney-					
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> July- 4/5					

**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 6:14 p.m.




President

Secretary