

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, July 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: Bogusia Chmielewski, Donna Stelter and Thomas Bonner. Absent: Charles Ledger and Rodney Spencer

School staff present: Jean Rizi

ACCEL Schools LLC Present: Sarah O'Bryan

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa

Sarah O'Bryan requested the Election of Board Members, Election of Officers, and Resignations

**Appointment of Board Members**

**WCE-2024-07-01**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner electing Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer, and Thomas Bonner to serve as board members for Constellation Schools: Westpark Community Elementary.

All board members concurred.

Motion Carried

**Appointment of Board President – Charles Ledger**

**WCE-2024-07-02**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, electing Charles Ledger as Board President for Constellation Schools: Westpark Community Elementary.

All board members concurred.

Motion Carried

**Appointment of Board Vice President – Bogusia Chmielewski**

**WCE-2024-07-03**

A motion was made by Thomas Bonner, and was seconded by Donna Stelter, electing Bogusia Chmielewski as Board Vice President for Constellation Schools: Westpark Community Elementary.

All board members concurred.

Motion Carried

**Appointment of Board Secretary – Donna Stelter**

**WCE-2024-07-04**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, electing Donna Stelter as Board Secretary for Constellation Schools: Westpark Community Elementary.

All board members concurred.

Motion Carried

Awards and Recognitions – Westpark Community Elementary was awarded the Accel Gold Award. The school also received an award for the Highest Scores in Language Arts and Math as well as an award for Overall Highest Scores.

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – May 16, 2024**

**WCE-2024-07-05**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of May 16, 2024, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2024/2025 is 190.

**V. Committee Reports**

No report.

**VI. Education Services**

**Education Program Coordinator**

No report.

**Curriculum & Instruction Program Coordinator**

Christine Garten requested board approval for the Disposal of Assets.

**Disposal of Assets**

**WCE-2024-07-06**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Disposal of Assets, as presented (see attached).

All board members concurred.

Motion Carried

**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 the 2024-2025 School Year. Resignations and Separations were made available to the board members as information only. Board approval was requested to ratify Stipends Paid Per Hour for School Year 2023-2024.

**Ratify Personnel Requests for SY 2024-2025**

**WCE-2024-07-07**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving ratifying the Personnel Request for School Year 2024-2025, as presented (see attached).

All board members concurred.

Motion Carried

**Ratify Stipends Paid Per Hour for School Year 2023-2024**

**WCE-2024-07-08**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving ratifying the Stipends Paid Per Hour for School Year 2023-2024, 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 May and June 2024 Financial Reports.

**May and June 2024 Financial Report**

**WCE-2024-07-09**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the May and June 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 June and July 2024 Superintendent Residency Verification Report. Board approval was requested for the 2024-2025 Parent/Student Handbook. Board approval was requested for New Policy 4.2170 Student Cellular Phones in School. Board approval was requested for Revised Policy 3.2550 Non-Bachelor’s Substitute Teachers. Board approval was requested for Revised Policy 3.3190 Tuition Reimbursement.

**Acknowledgment of Superintendent Residency Verification Report for June and July 2024**

Bogusia Chmielewski, Donna Stelter and Thomas Bonner acknowledged they reviewed the June and July 2024 Superintendent Residency Verification Report.

**2024-2025 Parent/Student Handbook**

**WCE-2024-07-10**

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

All board members concurred.

Motion Carried

**New Policy 4.2170 Student Cellular Phones in School**

**WCE-2024-07-11**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving New Policy 4.2170 Student Cellular Phones in School, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 3.2550 Non-Bachelor’s Substitute Teachers**

**WCE-2024-07-12**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 3.2550 Non-Bachelor’s Substitute Teachers, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 3.3190 Tuition Reimbursement**

**WCE-2024-07-13**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Revised Policy 3.3190 Tuition Reimbursement, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

The Educational Service Center of Lake Erie West will be holding their annual Statewide meeting on September 18, 2024.

**Month July**

<p>Governing Authority Highlights / Important updates from ESCLEW</p>	<p>The ESCLEW Community Schools Center is reviewing spring assessment scores for data verification in annual reports. These reports for all sponsored schools will be shared with Governing Authority members by October 1, 2024. The team is preparing to ensure accurate monitoring and oversight for the 2024-2025 school year, ensuring compliance with state and federal laws. Additionally, a Fall Open Meeting and Public Records training for sponsored schools is being planned, with details to be announced soon.</p>
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Recent Site Visit Highlights	Site visits will resume at the start of the 24-25 school year.
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
<b>Evidence:</b>					
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>					

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>					
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>					
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>					
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>					

**XVI. Old Business**

No report.

**XVII. Public Comment**

No report.

**XVIII. New Business**

No report.

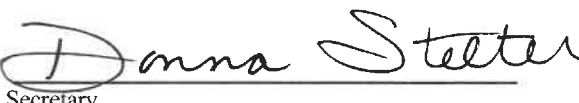
**Adjourn**

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

All board members concurred.

Motion Carried 6:36 p.m.

  
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 President

  
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 Secretary