

Constellation Schools: Westpark Community Elementary
Board Meeting Minutes
Thursday, September 19, 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, Rodney Spencer, and Thomas Bonner

School staff present: None

ACCEL Schools LLC Present: Sarah O’Bryan, Chad Carr, 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 – August 15, 2024

WCE-2024-09-01

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of August 15, 2024, as presented.

All board members concurred.

Motion Carried

IV. Principal Report

Enrollment for school year 2024/2025 – 210.

Acceptance of Donation

WCE-2024-09-02

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, accepting the donation, as presented.

All board members concurred.

Motion Carried

Approval of Field Trip

WCE-2024-09-03

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the field trip, as presented.

All board members concurred.

Motion Carried

V. Committee Reports

LPDC September 11, 2024, Minutes were made available to the board members.

VI. Education Services

Education Program Coordinator

No report.

Curriculum & Instruction Program Coordinator

No report.

VII. Student Services

Special Education Program Coordinator

The Special Education Numbers for September 2024 were made available to the board members.

School Nurse Program Coordinator

The School Nurse Report for September 2024 was made available to the board members.

VIII. Technology Report

No report.

IX. Human Resources Report

Sarah O'Bryan requested board approval for Personnel Requests. Board approval was requested for Stipends. Resignation and Separations were presented as information only.

Personnel Requests

WCE-2024-09-04

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

All board members concurred.

Motion Carried

Stipends

WCE-2024-09-05

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

Sarah O'Bryan requested board approval for the August 2024 Financial Report.

August 2024 Financial Report

WCE-2024-09-06

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the August 2024 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

XIV. Superintendent Report

Sarah O'Bryan requested board approval for the Updated Education Plans for Educational Service Center of Lake Erie West. Board approval was requested to adopt a Resolution to Re-Apply for Renewal of Community School Sponsorship Application with ESC of Lake Erie West. Board approval was requested for the Clinic Aide Job Description. Board approval was requested for the In-School Intervention (ISI) Monitor Job Description. Board approval was requested to Re-Adopt Policy 2.2040.6 Student Assessment and Academic Prevention Intervention Services. Board approval was requested for the Technology Services Fee Agreement.

Update Education Plans for ESC of Lake Erie West

WCE-2024-09-07

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Updated Education Plans for ESC of Lake Erie West, as presented (see attached).

All board members concurred.

Motion Carried

**Resolution- Re-Apply for Renewal of Community School Sponsorship Application
With ESC of Lake Erie West**

WCE-2024-09-08

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, adopting the Resolution to Re-Apply for Renewal of Community School Sponsorship Application with ESC of Lake Erie West, as presented (see attached).

All board members concurred.
Motion Carried

Clinic Aide Job Description

WCE-2024-09-09

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Clinic Aide Job Description, as presented (see attached).
All board members concurred.
Motion Carried

In-School Intervention (ISI) Monitor Job Description

WCE-2024-09-10

A motion was made by Thomas Bonner and was seconded by Bogusia Chmielewski, approving the In-School Intervention (ISI) Monitor Job Description, as presented (see attached).
All board members concurred.
Motion Carried

Re-Adopt Policy 2.2040.6 Student Assessment and Academic Prevention

Intervention Services

WCE-2024-09-11

A motion was made by Thomas Bonner and was seconded by Bogusia Chmielewski, re-adopting Policy 2.20430.6 Student Assessment and Academic Prevention Intervention Services, as presented (see attached).
All board members concurred.
Motion Carried

Technology Services Fee Agreement

WCE-2024-09-12

A motion was made Thomas Bonner and was seconded by Bogusia Chmielewski, approving the Technology Services Fee Agreement, as presented (see attached).
All board members concurred.
Motion Carried

XV. Sponsor Update

Month: September

<p>Governing Authority Highlights/Important updates from ESCLEW</p>	<ul style="list-style-type: none"> September is Attendance Awareness Month. Schools are encouraged to participate in spirit week activities to boost excitement and promote regular attendance. Check out the spirit week flyer for details. Budget and forecast Submission The board-approved Community School Annual Budget and Five-Year Forecast are due in Epicenter by the end of October for ESCLEW review before submission to ODEW.
<p>Recent Site Visit Highlights</p>	<p>WCS: The principal is focused on building relationships with parents by offering small tokens of appreciation. One week, she gave out two Hostess cakes with the message, "Parents like you take the cake."</p>
<p>Financial Updates</p>	<p>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.</p>

School Governance Performance Targets and Metrics

Measure Domain	Assessment	Exceeds the Standard (6 points)	Meets the Standard (4 points)	Approaches the Standards (2 points)	Falls Below the Standards (0 points)
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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: John Jerry Bert Leo					
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: July					
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: July - 4 August - 4					
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: Jon Jerry Bert Leo					
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: July 4/4 August 4/4					

XVI. Old Business

No report.

XVII. Public Comment

No report.

XVIII. New Business

No report.

Adjourn

A motion was made by Rodney Spencer and was seconded by Thomas Bonner, to adjourn.
All board members concurred.
Motion Carried 6:15 p.m.



President



Secretary