

Constellation Schools: Westpark Community Middle  
Special Board Meeting Minutes  
Thursday, September 26, 2024  
Constellation Schools Administration Office

**I. Roll Call**

Sarah O'Bryan called the meeting to order at 6:00 p.m. with the following members present: James Tortelli, Joseph Sgro and Lauren Perkins. Absent: Deborah Callen.

School staff present: None

ACCEL Schools LLC Present: Sarah O'Bryan.

Sponsor representative: Joe Calinger

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – August 15, 2024**

**WCM-2024-09-01**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, approving the minutes of August 15, 2024, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2024/2025 – 173.

**Acceptance of donations**

**WCM-2024-09-02**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, accepting the donations, 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 made available to the board members as information only.

**Personnel Requests**

**WCM-2024-09-03**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, approving the Personnel Requests, as presented, (see attached).

All board members concurred.

Motion Carried

**Stipends**

**WCM-2024-09-04**

A motion was made by Laurene Perkins, and was seconded by Joseph Sgro, approving the Stipends, as presented.

All board members concurred (see attached).

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**

**WCM-2024-09-05**

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

**Clinic Aide Job Description**

**WCM-2024-09-06**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, approving the Clinic Aide Job Description, as presented (see attached).

All board members concurred.

Motion Carried

**In-School Intervention (ISI) Monitor Job Description**

**WCM-2024-09-07**

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

**WCM-2024-09-08**

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

**WCM-2024-09-09**

A motion was made Laurene Perkins and was seconded by Joseph Sgro, approving the Technology Services Fee Agreement, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

Board members received the monthly board report. Joe Calinger thanked everyone who attending the Buckeye Community Hope's All Schools Meeting that was held on September 19, 2024. Joe is in the process of scheduling October site visit which will include reviewing student files and SPED files.

**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 6:08 p.m.

  
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President

  
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Secretary