

Constellation Schools: Westpark Community Middle  
Board Meeting Minutes  
Thursday, October 17, 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: James Tortelli, Deborah Callen, and Joseph Sgro. Absent: Laurene Perkins.

School staff present: Debbie Rotolo

ACCEL Schools LLC Present: Sarah O’Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, Kate Craft, Lisa Vinarcik and Brian Preseren.

Sponsor representative: Emily Puterbaugh

Financial Services: Dave Massa

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – September 26, 2024**

**WCM-2024-10-01**

A motion was made by James Tortelli, and was seconded by Joseph Sgro, approving the minutes of September 26, 2024, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2024/2025 – 171.

**Field Trips**

**WCM-2024-10-02**

A motion was made by Deborah Callen, and was seconded by Joseph Sgro, approving the field trips, 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**

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

Kate Craft requested board members review and acknowledge the Special Education Model Policies and Procedures.

**Acknowledgement of the Special Education Model Policies and Procedures.**

James Tortelli, Deborah Callen, and Joseph Sgro acknowledged they reviewed the Special Education Model Policies and Procedures.

**School Nurse Program Coordinator**

No report.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

No report.

**X. Facilities Manager Report**

No report.

**XI. Business and Safety Manager Report**

Brian Preseren requested the board members review and acknowledge the Health and Wellness Policies.

**Acknowledgement of the Health and Wellness Policies.**

James Tortelli, Deborah Callen, and Joseph Sgro acknowledged they reviewed the Health and Wellness Policies – Brief Overview

Policy 5.1140 Head Lice Infestation Procedure

Policy 5.1240 Automated External Defibrillators

Policy 5.1240.1 AED and CPR Training

Policy 5.2320 Student Suicide

Policy 5.2070 Weapons on School Property, In School Vehicle or at a School Sponsored Event

Policy 5.3300 Prevention of Lead Poisoning

Policy 5.4040 Peanut or Other Food Allergies

**XII. Marketing Report**

Lisa Vinarcik requested board approval for Draft Copy of 2023-2024 Annual Reports as presented. Board Acknowledges that final copy of the 2023-2024 Annual Reports must be published and submitted on or before October 31, 2024. Any modifications to the Annual Reports will be ratified at the November 2024 board meeting. Lisa Vinarcik requested that the board members review and acknowledge the Racial Balance Assessment.

**Draft Copy of 2023-2024 Annual Report**

**WCM-2024-10-03**

A motion was made by James Tortelli, and was seconded by Deborah Callen, approving the Draft Copy of 2023-2024 Annual Reports as presented. Board Acknowledges that final copy of the 2023-2024 Annual Reports must be published and submitted on or before October 31, 2024. Any modifications to the Annual Reports will be ratified at the November 2024 board meeting, as presented (see attached).

All board members concurred.

Motion Carried

**Acknowledgement of the Racial Balance Assessment**

James Tortelli, Deborah Callen, and Joseph Sgro acknowledged they reviewed the Racial Balance Assessment.

**XIII. Treasurer Report**

Dave Massa requested board approval for the September 2024 Financial Report. Board approval was requested for the FY2025 Five Year Forecasts (Resolution) and the FY2025 Annual Budget and Revised FY 2024 ODE Formatted Budget.

**September 2024 Financial Report**

**WCM-2024-10-04**

A motion was made by James Tortelli, and was seconded by Deborah Callen, approving the September 2024 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

**Resolution - FY2025 Five Year Forecast**

**WCM-2024-10-05**

A motion was made by James Tortelli, and was seconded by Deborah Callen, adopting the Resolution approving the FY 2025 Five Year Forecast (see attached).

All board members concurred.

Motion Carried

**Resolution – Revised 2025 Annual Budget and Revised 2025**

**Annual Budget in ODE Format**

**WCM-2024-10-06**

A motion was made by James Tortelli, and was seconded by Deborah Callen, adopting the resolution approving the Revised 2025 Annual Budget and Revised 2025 Annual Budget in ODE Format, as presented (see attached).

All board members concurred.

Motion Carried

**XIV. Superintendent Report**

Sarah O’Bryan requested board approval to adopt a Resolution to Re-Apply for Renewal of Community School Sponsorship Agreement with Buckeye Community Hope Foundation. Sarah O’Bryan requested board approval to ratify the Service Agreement with PSI Affiliates Inc.

**Resolution- Re-Apply for Renewal of Community School Sponsorship Renewal**

**Agreement with Buckeye Community Hope Foundation**

**WCM-2024-10-07**

A motion was made by Joseph Sgro, and was seconded by James Tortelli, adopting the Resolution to Re-Apply for Renewal of Community School Sponsorship Agreement with Buckeye Community Hope Foundation, as presented (see attached).

All board members concurred.

Motion Carried

**Ratify Service Agreement with PSI Affiliates Inc.**

**WCM-2024-10-08**

A motion was made by James Tortelli, and was seconded by Joseph Sgro, approving ratifying the Service Agreement with PSI Affiliates Inc., as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

Board members received the monthly board report.

**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 James Tortelli, to adjourn.

All board members concurred.

Motion Carried 6:37 p.m.



President



Secretary