

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, November 21, 2024  
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

**I. Roll Call**

Sarah O’Bryan called the meeting to order at 6:06 p.m. with the following members present: Charles Ledger, Bogusia Chmielewski, Donna Stelter, Rodney Spencer, and Thomas Bonner.

School staff present: Jean Rizi

ACCEL Schools LLC Present: Sarah O’Bryan, Chad Carr, Debbie Piazza, Christine Garten, Kate Craft, Julia Howerton, Garrick Lukich, and Brian Preseren.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa

Legal Representation –Adam Schira, Dickinson Wright (Virtual)

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – October 17, 2024**

**WCE-2024-11-01**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of October 17, 2024, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2024/2025 – 212.

**Acceptance of Donations**

**WCE-2024-11-02**

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

All board members concurred.

Motion Carried

**Approving Field Trips**

**WCE-2024-11-03**

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

All board members concurred.

Motion Carried

**V. Committee Reports**

The LPDC November 2024 Agenda/Minutes were made available to the board members.

**VI. Education Services**

**Education Program Coordinator**

No report.

**Curriculum & Instruction Program Coordinator**

Christine Garten requested board approval for the Reading Improvement Plan.

**Reading Improvement Plan**

**WCE-2024-11-04**

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Reading Improvement Plan, as presented (see attached).  
All board members concurred.  
Motion Carried

**VII. Student Services**

**Special Education Program Coordinator**

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

**School Nurse Program Coordinator**

Julia Howerton requested board approval for the Model Emergency Action Plan for the Use of an Automated External Defibrillator (AED).

**Model Emergency Action Plan for the Use of an Automated External Defibrillator (AED)**

**WCE-2024-11-05**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving the Model Emergency Action Plan for the Use of an Automated External Defibrillator (AED), as presented (see attached).  
All board members concurred.  
Motion Carried

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O’Bryan requested board approval for Personnel Request.

**Personnel Request**

**WCE-2024-11-06**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Personnel Request, 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**

Sarah O’Bryan requested board approval to ratify approval on the final copy of the 2023-2024 Annual Report.

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

**WCE-2024-11-07**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving ratifying the Final Copy of the 2023-2024 Annual Report, as presented (see attached).  
All board members concurred.  
Motion Carried

**XIII. Treasurer Report**

Dave Massa requested board approval for the October 2024 Financial Report.

**October 2024 Financial Report**

**WCE-2024-11-08**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the October 2024 Financial Report, as presented (see attached).  
All board members concurred.  
Motion Carried

**XIV. Legal**

Board approval was requested for the Bond Resolution. Board approval was requested for the Amended and Restated Management Agreement.

**Bond Resolution**

**WCE-2024-11-09**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Bond Resolution, as presented (see attached).

All board members concurred.

Motion Carried

**Amended and Restated Management Agreement**

**WCE-2024-11-10**

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving the Amended and Restated Management Agreement, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Superintendent Report**

Sarah O’Bryan requested board approval for new Policy 2.1330 Political Affiliations or Ideologies. Board approval was requested for the Fall Contract Modifications with the Educational Service Center of Lake Erie West. Board approval was requested to ratify the 2024-2025 Transportation Agreement with Hogan Transportation. Board approval was requested to ratify the 2024-2025 PSI Services’ Change Form.

**New Policy 2.1330 Political Affiliations or Ideologies**

**WCE-2024-11-11**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving the new Policy 2.1330 Political Affiliations or Ideologies, as presented (see attached).

All board members concurred.

Motion Carried

**Fall Contract Modifications with the Educational Service Center of Lake Erie West**

**WCE-2024-11-12**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Fall Contract Modifications with the Educational Service Center of Lake Erie West, as presented (see attached)

All board members concurred.

Motion Carried

**Ratify 2024-2025 Transportation Agreement with Hogan Transportation**

**WCE-2024-11-13**

A motion was made by Rodney Spencer, and was seconded by Thomas Bonner, approving ratifying the 2024-2025 Transportation Agreement with Hogan Transportation, as presented (see attached).

All board members concurred.

Motion Carried

**Ratify 2024-2025 PSI Services Change Form**

**WCE-2024-11-14**

A motion was made by Thomas Bonner, and was seconded by Rodney Spencer, approving ratifying the 2024-2025 PSI Services’ Change Form, as presented (see attached).

All board members concurred.

Motion Carried

**XVI. Sponsor Update**

Month: November

<p>Governing Authority Highlights/Important updates from ESCLEW</p>	<p>Ohio Governor Mike DeWine’s new initiative aims to cut chronic absenteeism in Ohio schools by 50% over five years, highlighting the link between attendance and student success. School board members are crucial to this effort, focusing on attendance at meetings, analyzing data to identify root causes, and implementing strategies to keep students engaged. You are encouraged to use resources from the Attendance</p>
---	--

	<p>Taskforce and collaborate with initiatives like the <i>Stay in the Game! Network</i> to build supportive environments that promote regular attendance across the state.</p> <p>The ESC of Lake Erie West issued its Annual Performance Report to support high educational standards for Ohio’s public-school students. The report aimed to:</p> <ol style="list-style-type: none"> <li>1. Inform community schools about their past performance based on federal, state, and contractual standards.</li> <li>2. Highlight strengths and identify areas needing improvement.</li> <li>3. Help the public understand each school's achievements and compliance with its public obligations.</li> </ol> <p>School leaders and governing bodies received these evaluations in October. The report’s final section provided a summary of school performance and an initial outlook for renewal. This outlook was only a preliminary indication, not a guarantee, as renewal decisions depended on each school’s renewal application and consistent performance over time.</p>
Recent Site Visit Highlights	<b>WCE:</b> The site visit is scheduled for 11-20-24 and an update will be emailed along with the board report.
Financial Updates	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.

**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)
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:					
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, September 4, October 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: Thomas - completed Charles- completed Donna - completed Bogusia – completed Rodney -					
School Governance	Board Member Attendance	<b>Overall member attendance is &gt;90%</b>	Overall member attendance is between 80-90%	Overall member attendance is between 70-79%	<b>Overall member attendance is &lt;70%</b>
Evidence: October – 3/4					

**XVII. Old Business**

No report.

**XVIII. Public Comment**

No report.

**XIX. 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 6:45 p.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary