

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, March 20, 2025  
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

**I. Roll Call**

Sarah O'Bryan called the meeting to order at 6:00 p.m. with the following members present: Charles Ledger, Bogusia Chmielewski, Donna Stelter, and Thomas Bonner. Absent: Rodney Spencer.

School staff present: None

ACCEL Schools LLC Present: Sarah O'Bryan, Mary Beth Oko, Debbie Piazza, Christine Garten, Kate Craft, Julia Howerton, Lisa Vinarcik, Garrick Lukich, 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 – January 23, 2025**

**WCE-2025-03-01**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of January 23, 2025, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2024/2025 – 214.

Re-Enrollment for school year 2025/2026 – 7.

**V. Committee Reports**

The LPDC February 2025 Agenda/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 March 2025 were made available to the board members.

**School Nurse Program Coordinator**

The School Nurse Report for March 2025 was made available to the board members.

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O'Bryan requested board approval for Stipends. Board approval was requested for the Transition of Employer of Record 2025/2026 SY (Summary & Sample Employment Agreement attached).

**Stipends**

**WCE-2025-03-02**

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

**Transition of Employer of Record 2025/2026 SY**

**WCE-2025-03-03**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Transition of Employer of Records for the 2025/2026 School Year, 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 January and February 2025 Financial Reports. Board approval was requested for Massa Financial Solutions, LLC – Financial Policies and Controls Manual v. 2025.

**January & February 2025 Financial Reports**

**WCE-2025-03-04**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the January & February 2025 Financial Reports, as presented (see attached).  
All board members concurred.  
Motion Carried

**Massa Financial Solutions, LLC – Financial Policies and Controls Manual v. 2025**

**WCE-2025-03-05**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Massa Financial Solutions, LLC – Financial Policies and Controls Manual v. 2025, as presented (see attached).  
All board members concurred.  
Motion Carried

**XIV. Superintendent Report**

Sarah O’Bryan requested board approval for Revised Policy 2.1190.4 Parent Review of Instructional Materials. Board approval was requested for Revised Policy 2.1070.1 Parental Notification of Student Health and Well-Being. Board approval was requested for the 2025/2026 School Calendar. Board approval was requested for the Amended & Restated Management Agreement. Board approval was requested for the Facilities & Maintenance Expense Reimbursement – FY25.

**Revised Policy 2.1190.4 Parent Review of Instructional Materials**

**WCE-2025-03-06**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 2.1190.4 Parent Review of Instructional Materials, as presented (see attached).  
All board members concurred.  
Motion Carried

**Revised Policy 2.1070.1 Parental Notification of Student Health and Well-Being**

**WCE-2025-03-07**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 2.1070.1 Parental Notification of Student Health and Well-Being, as presented (see attached).  
All board members concurred.  
Motion Carried

**2025/2026 School Calendar**

**WCE-2025-03-08**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the 2025/2026 School Calendar, as presented (see attached).

All board members concurred.

Motion Carried

**Amended & Restated Management Agreement**

**WCE-2025-03-09**

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

All board members concurred.

Motion Carried

**Facilities & Maintenance Expense Reimbursement – FY25**

**WCE-2025-03-10**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Facilities & Maintenance Expense Reimbursement – FY25, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

Month: March

<p>Governing Authority Highlights/Important updates from ESCLEW</p>	<ul style="list-style-type: none"> <li>• Our annual statewide meeting will be on August 8th, 2025.</li> <li>• The 2024 National Assessment of Educational Progress (NAEP), or Nation’s Report Card, assessed reading and math performance for 4th and 8th graders nationwide. While national reading scores declined and 4th-grade math scores improved, Ohio maintained stable performance and outperformed national averages in all categories.</li> </ul>
<p>Recent Site Visit Highlights</p>	<p><b>WCE:</b> The site visit is scheduled for March 13th during which we will review key areas related to academic interventions, student performance, and compliance. We will discuss the school’s RTI process and analyze winter benchmarking data to determine where the school falls within the 11.6 performance framework for reading and math, as well as review student growth metrics. Additionally, we will discuss state testing protocols to ensure staff training, intervention services for students who did not meet proficiency, and appropriate accommodations for students with disabilities are in place.</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:					
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 August September October November					
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 – 5 August – 5 September 5 October 5 November – 5 January - 5					
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	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: October – 4/5 November – 5/5 January – 5/5					
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**XVI. Old Business**

Sarah O’Bryan spoke on Board Member Compensation.

Christine Garten provided board members with a handout for Tiered Academic and Behavioral Instruction.

**XVII. Public Comment**

No report.

**XVIII. New Business**

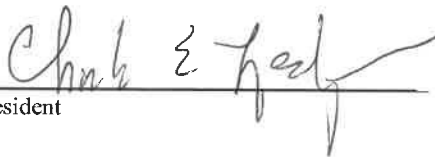
No report.

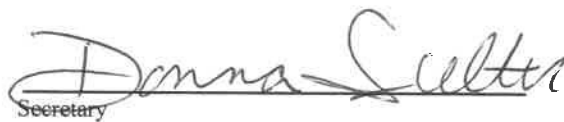
**Adjourn**

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

All board members concurred.

Motion Carried 6:32 p.m.

  
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 President

  
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 Secretary