

Constellation Schools: Westpark Community Middle  
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: James Tortelli, Deborah Callen, Lauren Perkins, Joseph Sgro and Douglas Nissel.

School staff present: Debbie Rotolo

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: Joe Calinger

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – February 4, 2025**

**WCM-2025-03-01**

A motion was made by Laurene Perkins, and was seconded by Joseph Sgro, approving the minutes of February 4, 2025, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2024/2025 - 170.

Re-Enrollment for school year 2025/2026 – 82.

**Approval of Field Trip**

**WCM-2025-03-02**

A motion was made by Joseph Sgro, and was seconded by James Tortelli, approving the field trip, as presented.

All board members concurred.

Motion Carried

**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**

Resignations and Separations were presented as information only. Board approval was requested for Stipends. Board approval was requested for the Transition of Employer of Record 2025/2026 SY (Summary & Sample Employment Agreement attached).

**Stipends**

**WCM-2025-03-03**

A motion was made by Deborah Callen, and was seconded by Laurene Perkins, approving the Stipend Requests, as presented (see attached).

All board members concurred.

Motion Carried

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

**WCM-2025-03-04**

A motion was made by Douglas Nissel, and was seconded by Joseph Sgro, 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**

**WCM-2025-03-05**

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

**WCM-2025-03-06**

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

**WCM-2025-03-07**

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

**WCM-2025-03-08**

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

**WCM-2025-03-09**

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, approving the 2025/2026 School Calendar, as presented (see attached).

All board members concurred.

Motion Carried

**Amended & Restated Management Agreement**

**WCM-2025-03-10**

A motion was made by Laurene Perkins, and was seconded by Douglas Nissel, approving the Amended & Restated Management Agreement, as presented (see attached).

All board members concurred.

Motion Carried

**Facilities & Maintenance Expense Reimbursement – FY25**

**WCM-2025-03-11**

A motion was made by Laurene Perkins, and was seconded by Joseph Sgro, approving the Facilities & Maintenance Expense Reimbursement – FY25, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

Sponsor report was made available to the board members. Joe Calinger completed his March School Site Visit. Buckeye Community Hope Foundation’s Leadership Seminar is June 9<sup>th</sup> and 10<sup>th</sup>. This year Buckeye Community Hope Foundation will be celebrating 20 years in business.

**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**

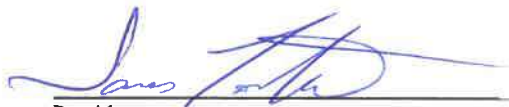
No report.

**Adjourn**

A motion was made by Laurene Perkins and was seconded by Deborah Callen, to adjourn.

All board members concurred.

Motion Carried 6:32 p.m.

  
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President

  
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Secretary