

Constellation Schools: Westpark Community Elementary
Annual Board Meeting Minutes
Thursday, May 15, 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 Rodney Spencer. Absent: Thomas Bonner.

School staff present: Jean Rizi

ACCEL Schools LLC Present: Sarah O’Bryan, Mary Beth Oko, Christine Garten, Kate Craft, Julia Howerton, Garrick Lukich, and Brian Preseren.

Sponsor representative: None

Financial Services: Dave Massa

II. Adoption of Agenda

The agenda was adopted as presented.

III. Approval of Minutes

Approval of Minutes – April 17, 2025

WCE-2025-05-01

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the minutes of April 17, 2025, as presented.

All board members concurred.

Motion Carried

IV. Principal Report

Enrollment for school year 2024/2025 – 213.

Re-Enrollment for school year 2025/2026 – 180.

V. Committee Reports

The LPDC May 7, 2025, Minutes were made available to the board members.

VI. Education Services

Education Program Coordinator

Christine Garten requested the board members acknowledge they reviewed the 2024-2025 Harassment/Intimidation – Bullying Reporting for the Second Semester.

Charles Ledger, Bogusia Chmielewski, Donna Stelter and Rodney Spencer acknowledged they reviewed the 2024-2025 Harassment/Intimidation – Bullying Reporting for the Second Semester.

Curriculum & Instruction Program Coordinator

No report.

VII. Student Services

Special Education Program Coordinator

The Special Education Numbers for May 2025 were made available to the board members.

School Nurse Program Coordinator

The Nursing Service Report was made available to the board members.

VIII. Technology Report

No report.

IX. Human Resources Report

No report.

X. Facilities Manager Report

No report.

XI. Business and Safety Manager Report

No report.

XII. Marketing Report

No report.

XIII. Treasurer Report

Dave Massa requested board approval for the April 2025 Financial Report. Board approval was requested for the updated 2025 Five-Year Forecast (includes FY26 Projection). Board approval was requested for the Facility Lease for 2026. The 2025/2026 Finance Committee Schedule was presented to the board members as information only.

April 2025 Financial Report

WCE-2025-05-02

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the April 2025 Financial Reports, as presented (see attached).

All board members concurred.

Motion Carried

Updated Five-Year Forecast (Includes FY26 Projection)

WCE-2025-05-03

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Updated Five-Year Forecast which includes the FY26 Projection, as presented (see attached).

All board members concurred.

Motion Carried

Facility Lease – Eighteenth Addendum to Original Lease

WCE-2024-05-04

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the Fourteenth Addendum to the Original Lease whereas Constellation Schools: Westpark Community Elementary is to receive a rental amount of \$19,791.67 per month from Constellation Schools: Westpark Community Middle effective July 1, 2025, through June 30, 2026, as presented (see attached).

All board members concurred.

Motion Carried

XIV. Superintendent Report

Sarah O’Bryan requested board approval to ratify the Procurify Agreement for 2025/2026. Board approval was requested to ratify the TES Agreement for 2025/2026 and 2026/2027 School Year. Board approval was requested for the 2025-2026 Schedule of Board Meeting Dates.

Ratify the Procurify Agreement for Fiscal Year 2025/2026

WCE-2025-05-05

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving Ratifying the Procurify Agreement for Fiscal Year 2025-2026, as presented (see attached).

All board members concurred.

Motion Carried

Ratify TES Agreement for 2025/2026 and 2026/2027 School Year

WCE-2025-05-06

A motion was made by Rodney Spencer, and was seconded by Bogusia Chmielewski, approving Ratifying the TES Agreement for the 2025/2026 and 2026/2027 School Year as presented (see attached).

All board members concurred.

Motion Carried

2025-2026 Schedule of Board Meeting Dates

WCE-2025-05-07

A motion was made by Bogusia Chmielewski, and was seconded by Rodney Spencer, approving the 2025-2026 Schedule of Board Meeting Dates, as presented (see attached).

All board members concurred.

Motion Carried

XV. Sponsor Update

Month: May

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| <p>Governing Authority Highlights/Important updates from ESCLEW</p> | <p>Licensure updates:</p> <p>License Renewals: Educators with 5-Year Professional licenses (including Lead Professional and Senior Professional) who are up for renewal will now have the option to switch to either a PK-8 (Elementary and Middle School) or a 7-12 (Adolescence to Young Adult) license.</p> <p>Career-Technical Licenses: Recent legislation has created new pathways for Career-Technical Workforce Development licensure, which offers more options for educators in that field.</p> <p>Disqualifying Offenses: The Office of Professional Conduct has updated its list of Disqualifying Offenses based on new criminal offenses and regular reviews. It's important to stay updated on this list.</p> |
| <p>Recent Site Visit Highlights</p> | <p>During my site visits, I discussed several key areas. I reviewed the current student enrollment and analyzed disciplinary data, including suspensions and expulsions. I also ensured the Student Demographic Cover Page was completed correctly. We talked about student retention, the intervention plans for retained students, and the communication with parents. I reviewed the testing calendar to confirm all state assessments and major tests, like iReady, were completed on time. I also discussed any out-of-school suspensions or expulsions for Pre-K through 3 students and verified they aligned with legal requirements. Lastly, I reviewed the year-end discipline data, compared it to last year's data, and discussed potential changes for next year's tracking.</p> <p>Site Visit Dates:</p> <ul style="list-style-type: none"> ● WCE 5-8-2025 |
| <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) |
|--|---|---|--|---|--|
| 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 January March April | | | | | |
| 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 February – 5 March – 5 April - 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 |

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| Evidence: Charles- completed Bogusia - completed Donna - completed Thomas - completed | | | | | |
| 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 March 4/5 April 4/5 | | | | | |

XVI. Old Business

No report.

XVII. Public Comment

No report.

XVIII. New Business

Sarah O’Bryan introduced the Public Hearing for IDEA Part B and IDEA ARP Public Funds Use Hearing.

The purpose of this hearing is to give the public an opportunity to provide comments on the school’s use of IDEA Part B funding and IDEA ARP Public Funds Use Hearing.


There was a request for public comment. No public comment was offered.

Adjourn

A motion was made by Bogusia Chmielewski and was seconded by Rodney Spencer, to adjourn.

All board members concurred.

Motion Carried 6:25 p.m.



President



Secretary