

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

School staff present: Deborah Rotolo

ACCEL Schools LLC Present: Sarah O’Bryan, Mary Beth Oko, Christine Garten, Kate Craft, Julia Howerton, Garrick Lukich, 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 – April 17, 2025

WCM-2025-05-01

A motion was made by Deborah Callen, and was seconded by Joseph Sgro, approving the minutes of April 17, 2025, as presented.

All board members concurred.

Motion Carried

Deborah Rotolo shared a presentation with her board members highlighting Academics, School Climate and Culture and upcoming events.

IV. Principal Report

Enrollment for school year 2024/2025 - 172.

Re-Enrollment for school year 2025/2026 – 129.

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.

James Tortelli, Deborah Callen, Laurene Perkins, Joseph Sgro and Douglas Nissel 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

WCM-2025-05-02

A motion was made by James Tortelli, and was seconded by Laurene Perkins, approving the April 2025 Financial Reports, as presented (see attached).

All board members concurred.

Motion Carried

Updated Five-Year Forecast (Includes FY26 Projection)

WCM-2025-05-03

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

WCM-2024-05-04

A motion was made by James Tortelli, and was seconded by Laurene Perkins, approving the Eighteenth Addendum to the Original Lease whereas Constellation Schools: Westpark Community Middle will pay a rental amount of \$19,791.67 per month to Constellation Schools: Westpark Community Elementary 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 for the Charter Renewal Contract with Buckeye Community Hope Foundation. Board approval was requested 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.

Charter Renewal Contract with Buckeye Community Hope Foundation

WCM-2025-05-05

A motion was made by James Sgro and was seconded by Douglas Nissel, approving the Charter Renewal Contract with Buckeye Community Hope Foundation, as presented (see attached).

All board members concurred.

Motion Carried

Ratify the Procurify Agreement for Fiscal Year 2025/2026

WCM-2025-05-06

A motion was made by Deborah Callen, and was seconded by Joseph Sgro, 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

WCM-2025-05-07

A motion was made by Laurene Perkins, and was seconded by Douglas Nissel, 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

WCM-2025-05-08

A motion was made by Joseph Sgro, and was seconded by Laurene Perkins, approving the 2025-2026 Schedule of Board Meeting Dates, as presented (see attached).

All board members concurred.

Motion Carried

XV. Sponsor Update

The monthly Sponsor Report was provided to the board members.

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.

XIX. Executive Session – Westpark Community Middle

Recess into Executive Session:

Motion made by James Tortelli, Seconded by Joseph Sgro, to enter Executive Session at 6:25 P.M. to consider matters required to be kept confidential by federal law, federal rules, or statues by division (G)(5) of section 121.22 of the Revised Code. The motion was approved by a Roll Call Vote.

Roll Call Vote:

James Tortelli, Yes; Deborah Callen, Yes; Joseph Sgro, Yes; Laurene Perkins, Yes; Douglas Nissel, Yes.

The following individuals were invited into Executive Session with the Board:

Ms. O’Bryan, Superintendent, Ms. Rotolo, Principal, Mr. Preseren, Business & Safety Manager, Ms. Puterbaugh, Sponsor with Buckeye Community Hope Foundation.

The board returned from Executive Session at 7:22 P.M.

A motion was made by James Tortelli and seconded by Joseph Sgro to adjourn from Executive Session. The motion was approved in a roll call vote:

Roll Call Vote:

James Tortelli, Yes; Deborah Callen, Yes; Joseph Sgro, Yes; Laurene Perkins, Yes; Douglas Nissel, Yes.

Motion passes: 5-0

Adjourn

A motion was made by James Tortelli and was seconded by Joseph Sgro, to adjourn.

All board members concurred.

Motion Carried 7:25 p.m.



President



Secretary