

Constellation Schools: Westpark Community Elementary
Board Meeting Minutes
Thursday, August 21, 2025
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

I. Roll Call

Sarah O’Bryan called the meeting to order at 6:03 p.m. with the following members present: Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner.

School staff present: None

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

Sponsor representative: Kristi Hayward

Financial Services: None

II. Adoption of Agenda

The agenda was adopted as presented.

III. Approval of Minutes

Approval of Minutes – July 17, 2025

WCE-2025-08-01

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the minutes of July 17, 2025, as presented.

All board members concurred.

Motion Carried

IV. Principal Report

Enrollment for school year 2025/2026 – 220.

Acceptance of Donation

WCE-2025-08-02

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Acceptance of a donation, as presented.

All board members concurred.

Motion Carried

Approval of Field Trip

WCE-2025-08-03

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Field Trip, as presented.

All board members concurred.

Motion Carried

V. Committee Reports

No report.

VI. Education Services

Education Program Coordinator

Debbie Piazza requested Board approval to ratify the Resolution for the FY2026 School Year Plan for Completion of Make-Up Days via Web Access.

Resolution – FY2026 School Year Plan for Completion of Make-Up Days

Via Web Access

WCE-2025-08-04

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving to ratify the Resolution for the School Year 2025-2026 Plan for Completion of Make-Up Days Via Web Access, as presented (see attached).

All board members concurred.

Curriculum & Instruction Program Coordinator

Christine Garten requested board approval for Asset Disposal. Board approval was requested for the Updated Education Plan.

Asset Disposal

WCE-2025-08-05

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the Asset Disposal, as presented (see attached).

All board members concurred.

Motion Carried

Updated Education Plan

WCE-2025-08-06

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the updated Education Plan, as presented (see attached).

All board members concurred.

Motion Carried

VII. Student Services

Special Education Program Coordinator

No report.

School Nurse Program Coordinator

No report.

VIII. Technology Report

No report.

IX. Human Resources Report

Sarah O'Bryan presented New Staff Personnel and Staff Terminations as Information Only.

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 July 2025 Financial Reports.

July 2025 Financial Reports

WCE-2025-08-07

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the July 2025 Financial Reports, as presented (see attached).

All board members concurred.

Motion Carried

XIV. Superintendent Report

Sarah O'Bryan requested the board members review and acknowledge Chapter 5 Health & Safety. Board approval was requested to re-adopt the following board policies: Re-Adopt Policy 1.2040 Ethics and Conflicts Policy, Re-Adopt Policy 1.2050 Public Records Policy, Re-Adopt Policy 1.2050.1 Records Retention and Disposal Policy, Re-Adopt Policy 2.2040.4 Student Assessment and Academic Prevention Intervention Services, Re-Adopt Policy 2.1190 Parent and Foster Caregiver Involvement; Re-Adopt Policy 2.2120 Career Advising and Student Success Plans, Re-Adopt Policy 4.2110 Homeless Children and Youth.

Reviewed and Acknowledged Chapter 5 – Health & Safety Board Policies

Charles Ledger, Bogusia Chmielewski, Donna Stelter and Thomas Bonner acknowledged they reviewed Chapter 5 – Health & Safety Board Policies.

Re-Adopt Policy 1.2040 Ethics and Conflicts Policy **WCE-2025-08-08**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Re-Adopting Policy 1.2040 Ethics and Conflicts Policy, as presented (see attached).

All board members concurred.

Motion Carried

Re-Adopt Policy 1.2050 Public Records Policy **WCE-2025-08-09**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Re-Adopting Policy 1.2050 Public Records Policy, as presented (see attached).

All board members concurred.

Motion Carried

Re-Adopt Policy 1.2050.1 Records Retention and Disposal Policy **WCE-2025-08-10**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Re-Adopting Policy 1.2050.1 Records Retention and Disposal Policy, as presented (see attached).

All board members concurred.

Motion Carried

Re-Adopt Policy 2.20404 Student Assessment and Academic Prevention Intervention Services **WCE-2025-08-11**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Re-Adopting Policy 2.2040.4 Student Assessment and Academic Prevention Intervention, as presented (see attached).

All board members concurred.

Motion Carried

Re-Adopt Policy 2.1190 Parent and Foster Caregiver Involvement **WCE-2025-08-12**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Re-Adopting Policy 2.1190 Parent and Foster Caregiver Involvement, as presented (see attached).

All board members concurred.

Motion Carried

Re-Adopt Policy 2.2120 Career Advising and Student Success Plans **WCE-2025-08-13**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Re-Adopting Policy 2.2120 Career Advising and Student Success Plans, as presented (see attached).

All board members concurred.

Motion Carried

Re-Adopt Policy 4.2110 Homeless Children and Youth Policy **WCE-2025-08-14**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving Re-Adopting Policy 4.2110 Homeless Children and Youth Policy, as presented (see attached).

All board members concurred.

Motion Carried

XV. Sponsor Update

Month: August

Governing Authority Highlights/Important updates from ESCLEW	We will be offering Open Meetings and Public Records training on Saturday, September 27th, from 9:00 a.m. to
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	<p>12:00 p.m. This training will be held virtually, and registration information will be shared soon.</p> <p>A second session will be offered in this area in the spring.</p> <p>As a reminder, participation in this training is part of your legal duty as a school board member, in compliance with state law.</p>
Recent Site Visit Highlights	
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:					
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:					

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:					
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:					

XVI. Old Business

No report.

XVII. Public Comment

No report.

XVIII. New Business

No report.

Adjourn

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

All board members concurred.

Motion Carried 6:16 p.m.



 President



 Secretary