

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, September 18, 2025  
Constellation Schools – Parma Community Middle & High Cafeteria, Parma Ohio

**I. Roll Call**

Sarah O'Bryan called the meeting to order at 6:04 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, Alisa Jones, Julia Howerton, Lisa Vinarcik and Brian Preseren.

Sponsor representative: Joyce Lewis

Financial Services: Dave Massa

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

**Approval of Minutes – August 21, 2025**

**WCE-2025-09-01**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the minutes of August 21, 2025, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2025/2026 – 215.

**Acceptance of Donation**

**WCE-2025-09-02**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, accepting the donation, as presented.

All board members concurred.

Motion Carried

**Approval of Field Trip**

**WCE-2025-09-03**

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**

The LPDC September 17, 2025, Minutes were made available to the board members.

**VI. Education Services**

**Education Program Director**

No report.

**Director of Academic**

No report.

**VII. Student Services**

**Special Education Program Coordinator**

Special Education Numbers for September 2025 were made available to the board members. Board approval was requested Re-Adopting the Special Education Model Policies and Procedures for the 2025/2026 School Year.

**Re-Adopting the Special Education Model Policies and Procedures for the 2025/2026 School Year**

**WCE-2025-09-04**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Re-Adopting the Special Education Model Policies and Procedures for the 2025-2026 School Year, as presented. All board members concurred.  
Motion Carried

**School Nurse Program Coordinator**

The Nurse Report for September 2025 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**

Lisa Vinarcik asks that the principal reach out to their board members inviting them to events held at their School.

**XIII. Treasurer Report**

Dave Massa board approval for the August 2025 Financial Report. Board approval was requested for the FY2026 Three Year Forecast. Board approval was requested for the FY2026 Annual ODE Budgets.

**August 2025 Financial Report**

**WCE-2025-09-05**

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

**FY2026 Three Year Forecast**

**WCE-2025-09-06**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the FY2026 Three Year Forecast, as presented (see attached). All board members concurred.  
Motion Carried

**FY2026 Annual ODE Budget**

**WCE-2025-09-07**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the FY2026 Annual ODE Budget, as presented (see attached). All board members concurred.  
Motion Carried

**XIV. Superintendent Report**

Sarah O'Bryan requested board approval for the following Revised Policy 2.2070 Promotion and Retention, Revised Policy 2.2110 College Credit Plus – Advanced Standing Program, Revised Policy 4.1070 Attendance/Truancy/Withdrawal, Revised Policy 4.2170 Student Cellular Phones in School, Revised Policy 4.3010 Expulsion and Suspension Policy, Revised Policy 5.2290 School Emergency Management Plan, Revised Policy 5.2320 Student Suicide and Revised Policy 5.2350 Child Sexual Abuse and Child Sexual Violence Prevention. Board approval was requested for the Fall 2025 ESC of Lake Erie West Community School Contract Modifications

**Revised Policy 2.2070 Promotion and Retention Policy**

**WCE-2025-09-08**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 2.2070 Promotion and Retention Policy, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 2.2110 College Credit Plus – Advanced Standing Program**

**WCE-2025-09-09**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 2.2110 College Credit Plus-Advanced Standing Program, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 4.1070 Attendance/Truancy/Withdrawal**

**WCE-2025-09-10**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 4.1070 Attendance/Truancy/Withdrawal, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 4.2170 Student Cellular Phones in School**

**WCE-2025-09-11**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 4.2170 Student Cellular Phones in School, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 4.3010 Expulsion and Suspension Policy**

**WCE-2025-09-12**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 4.3010 Expulsion and Suspension Policy, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 5.2290 School Emergency Management Plan**

**WCE-2025-09-13**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 5.2290 School Emergency Management Plan, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 5.2320 Student Suicide**

**WCE-2025-09-14**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 5.2320 Student Suicide, as presented (see attached).

All board members concurred.

Motion Carried

**Revised Policy 5.2350 Child Sexual Abuse and Child Sexual Violence Prevention**

**WCE-2025-09-15**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving Revised Policy 5.2350 Child Sexual Abuse and Child Sexual Violence Prevention, as presented (see attached).

All board members concurred.

Motion Carried

**Fall 2025 ESC of Lake Erie West Community School**

**Contract Modifications**

**WCE-2025-09-16**

A motion was made by Bogusia Chmielewski, and was seconded by Thomas Bonner, approving the Fall 2025 ESC of Lake Erie West Community School Contract Modifications, as presented (see attached).

All board members concurred.

Motion Carried

**XV. Sponsor Update**

Month: September

<p>Governing Authority Highlights/Important updates from ESCLEW</p>	<p><b>Public Records Training:</b> Please remember to sign up for the Open Meetings Public Records Training on <b>September 27</b>.</p> <p><b>Professional Development Series:</b> This year, we are offering a special PD series for Governing Authority Members. These engaging, 1-hour Zoom “Power Hour” sessions will be held in <b>September, October, and November</b>. You will have sessions that fit your schedule, but please register for each session individually.</p> <p><b>Site Visits:</b> For reference, here is the 2025–2026 Master Calendar of On-Site Visit Requirements I will be reviewing during each site visit. <a href="#">Master Calendar of On-Site Visit Requirements</a></p> <p><b>Policy Updates: Due September 30th.</b></p> <ul style="list-style-type: none"> <li>● <i>Attendance and 72-Hour Rule (Tasks #401-A/B–417) and Admissions Procedures (Tasks #426–427) have been updated as part of the 2024–25 Fall Modification.</i> <ul style="list-style-type: none"> <li>○ Updated policies and board approval must be uploaded in <b>Epicenter</b>, rather than reusing last year’s documents.</li> </ul> </li> <li>● If your school updated <b>Attachment 6.12 Admissions Policy</b> (removing monthly residency verification), you must upload the revised policy and approval.</li> <li>● All schools were required to update <b>Attachment 6.13 Attendance Policy</b> to reflect up to 3 religious expression days. Please ensure the updated policy and approval are uploaded for Task #401-A/B–417 in Epicenter.</li> </ul>	
<p>School Highlights</p>	<p>This month’s site visits focuses on reviewing key compliance and operational areas, including contracts and background checks for private company contractors and non-licensed employees, required training for coaches and teachers, AED placement and staff preparedness, and the administration of state diagnostic tests for K–3 students. Some tasks, such as the procurement of inhalers and epinephrine auto-injectors, as well as the prohibition of electronic communication devices, were not applicable this month. Once the site visit report is complete, it will be shared to provide additional discussion items along with a summary of my findings and the school’s strengths.</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
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					
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 - 4 August - 4					
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: <b>Thomas</b> <b>Charles</b> <b>Donna</b> <b>Bogusia</b>					
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: July 4/4 August 4/4					

**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 6:34 p.m.

  
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President

  
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Secretary