

Constellation Schools: Westpark Community Elementary  
Board Meeting Minutes  
Thursday, October 16, 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, Thomas Bonner, and Christy Bonner.

School staff present: Jean Rizi

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

Sponsor representative: Joyce Lewis

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

Sarah O’Bryan requested Election of Board Member Christy Bonner.

**Appointment of Board Member**

**WCE-2025-10-01**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner electing Christy Bonner as a board member for Constellation Schools: Westpark Community Elementary.

All board members concurred.

Motion Carried

**III. Approval of Minutes**

**Approval of Minutes – September 18, 2025**

**WCE-2025-10-02**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving the minutes of September 18, 2025, as presented.

All board members concurred.

Motion Carried

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

**IV. Principal Report**

Enrollment for school year 2025/2026 – 214.

**V. Committee Reports**

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

**VI. Education Services**

**Education Program Director**

Debbie Piazza requested board approval for the Kindergarten Readiness Corrective Action Plan with ESC of Lake Erie West.

**Academic Corrective Action Plan**

**WCE-2025-10-03**

A motion was made by Thomas Bonner and was seconded by Bogusia Chmielewski, approving the Kindergarten Readiness Corrective Action Plan with ESC of Lake Erie West, as presented (see attached).

All board members concurred.

Motion Carried

**Director of Academic**

Christine Garten requested board approval for the Reading Improvement Plan.

**Reading Improvement Plan**

**WCE-2025-10-04**

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

All board members concurred.

Motion Carried

**VII. Student Services**

**Special Education Program Coordinator**

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

**School Nurse Program Coordinator**

Julia Howerton requested board members approve the Updated 2025 Model Emergency Action Plan for the Use of an Automated External Defibrillator (AED).

**Resolution – Updated 2025 Model Emergency Action Plan for the Use of an Automated External Defibrillator (AED)**

**WCE-2025-10-05**

A motion was made by Thomas Bonner and was seconded by Bogusia Chmielewski, approving the Resolution for the Updated 2025 Model Emergency Action Plan for the use of an Automated External Defibrillator (AED), as presented (see attached).

All board members concurred.

Motion Carried

**VIII. Technology Report**

No report.

**IX. Human Resources Report**

Sarah O’Bryan presented New Staff Personnel as Information Only.

**X. Facilities Manager Report**

No report.

**XI. Business and Safety Manager Report**

No report.

**XII. Marketing Report**

Lisa Vinarcik requested board approval for the Draft Copy of the 2024-2025 Annual Report as presented. The Board acknowledges that the final copy of the 2024-2025 Annual Report must be published and submitted on or before October 31, 2025. Any modifications to the Annual Report will be ratified at the November 2025 Board Meeting. Lisa Vinarcik asked the board to review and acknowledge the Racial Balance Assessment.

**Draft Copy of 2024-2025 Annual Report**

**WCE-2025-10-06**

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving the Draft Copy of the 2024-2025 Annual Report. The Board acknowledges that the final copy of the 2024-2025 Annual Report must be published and submitted on or before October 31, 2025. Any modifications to the Annual Report will be ratified at the November 2025 Board Meeting. as presented (see attached).

All board members concurred.

Motion Carried

**Acknowledgement of the Racial Balance Assessment**

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Thomas Bonner, and Christy Bonner acknowledged they reviewed the Racial Balance Assessment as presented, (see attached)

**XIII. Treasurer Report**

Sarah O’Bryan requested board approval for the September 2025 Financial Report.

**September 2025 Financial Report**

WCE-2025-10-07

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

**XIV. Superintendent Report**

No report.

**XV. Sponsor Update**

**Month: October**

Presented by:	Joyce Lewis		In person
<p><b>Governing Authority Highlights / Important updates from ESCLEW</b></p>	<ul style="list-style-type: none"> <li>● The 2024–25 ESCLEW Sponsor Annual Report, combining all sponsored schools’ reports, will be shared with stakeholders in early November. Schools must notify parents by posting the report on their website by November 30, 2025.</li>   <li>● The ESC of Lake Erie West issued its Annual Performance Report to support high educational standards for Ohio’s public-school students. The report aimed to:                             <ol style="list-style-type: none"> <li>1. Inform community schools about their past performance based on federal, state, and contractual standards.</li> <li>2. Highlight strengths and identify areas needing improvement.</li> <li>3. Help the public understand each school’s achievements and compliance with its public obligations.</li> </ol> <p>School leaders and governing bodies received these evaluations in September. The report’s final section provided a summary of school performance and an initial outlook for renewal. This outlook was only a preliminary indication, not a guarantee, as renewal decisions depended on each school’s renewal application and consistent performance over time.</p> </li>   <li>● If you missed the Open Meetings &amp; Public Records Training, ESCLEW will be offering an additional virtual session with Adam Schira this spring or you can complete the on-demand virtual training through the Attorney General’s website.</li> </ul>		
<p><b>Recent Site Visit Highlights</b></p>	<p>WCE: Constellation Schools: Westpark Community Elementary maintains a strong school culture with effective PBIS implementation and consistent instructional practices. The School Report Card indicates growth in gap closing but highlights early literacy as an area for continued focus. The leadership team is prioritizing K–3 literacy through small-group instruction and data-driven interventions aligned to iReady results. Recent diagnostics show 19% of students on or above grade level in ELA and 4% in Math, with targeted support provided for those below proficiency. Third-grade students promoted to fourth grade who are not yet proficient remain on Reading Improvement and Monitoring Plans and receive two daily intervention periods.</p>		
<p><b>Financial Update</b></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: <b>Charles Bogusia Donna Thomas Christy</b>					
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					
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 September -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	Completion of Open Meetings and Public	Completion of Open Meetings and Public

			Records for 100% of board members	Records for 80-99% of board members	Records for less than 80% of board members
Evidence: Charles Bogusia - Completed Stelter - Completed Thomas Christy					
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 September 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 6:30 p.m.

  
President

  
Secretary