

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

School staff present: Deborah Rotolo

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: Michelle Woolery

Financial Services: None

**II. Adoption of Agenda**

The agenda was adopted as presented.

**III. Approval of Minutes**

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

**LCM-2025-10-01**

A motion was made by Joseph Sgro and was seconded by James Tortelli, approving the minutes of September 18, 2025, as presented.

All board members concurred.

Motion Carried

**IV. Principal Report**

Enrollment for school year 2025/2026 – 151.

**Approval of Field Trips**

**LCM-2025-10-02**

A motion was made by Joseph Sgro and was seconded by Deborah Callen, approving the field trips, as presented.

All board members concurred.

Motion Carried

**At 6:20 Board Member Joseph Sgro had to leave the board meeting.**

**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 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)**

**LCM-2025-10-03**

A motion was made by Lauren Perkins and was seconded by Douglas Nissel, 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**

No report.

**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**

**LCM-2025-10-04**

A motion was made by Deborah Callen and was seconded by Laurene Perkins, 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**

James Tortelli, Deborah Callen, Lauren Perkins, and Douglas Nissel 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**

**LCM-2025-10-05**

A motion was made by James Tortelli, and was seconded by Deborah Callen, approving the September 2025 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

**XIV. Superintendent Report**

No report.

**XV. Sponsor Update**

Michelle Woolery was introduced as the Sponsor Representative for the School.

**XVI. Old Business**

No report.

**XVII. Public Comment**

No report.

**XVIII. New Business**

No report.

**Adjourn**

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

All board members concurred.

Motion Carried 6:30 p.m.

  
President

  
Secretary