



Constellation Schools

"The Right Choice for Parents and a Real Chance for Children!"

Revised November 20, 2025

BOARD MEETING

AGENDA

DATE: Thursday November 20, 2025

6:00 P.M.

Constellation Schools: Parma Community Middle/High
5983 W. 54th Street
Parma OH, 44129

Call to Order

Confirmation of Proper Notice of Meeting

I. Roll Call

II. Adoption of Agenda

III. Reading and Approval of Minutes October 16, 2025 – All Schools

School Breakout Sessions: EC, SCE, LCM

2025/2026 Enrollment

OBCE 327; OBCM 237; PC 1,140; EC 381; LCE 78; LCM 89; WCE 215; WCM 150; PTCE 104;
PTCM 86; MDCS 220; SCE 130; SCM 40; WCSA 204; EAA 139

Total 3,540

Washington Park Community School

Total 202

IV. PRINCIPAL REPORTS

- Presentation of Principal Reports
- Resolution Authorizing the submission and/or acceptance of Grants and Donations (if applicable)
- Resolution Authorizing Field Trips Identified in the Principal Report (if applicable)

V. COMMITTEE REPORTS

No report

VI. EDUCATION SERVICES

Education Program Director

No report

Director of Academics

No report

VII. STUDENT SERVICES

Special Education Program Coordinator

- Special Education Numbers for November 2025 (**copy attached**)

School Nurse Program Coordinator

- Nurses Report for November (**copy attached**)

VIII. TECHNOLOGY DIRECTOR

No report

IX. HUMAN RESOURCE

- New Staff Personnel presented as Information Only – **PC, MDCE, SCE, EAA (copy attached)**
- Staff Terminations presented as Information Only – **PC, EC, MDCE, SCE, OBCM, LCM, SCM, WCSA (copy attached)**

X. FACILITIES MANAGER

- Snow Plowing Contracts - **Board Approval – OBCE, PC, EC, LCE, WPCS, MDCE, SCE, WCE, WCSA (copy attached)**

XI. BUSINESS AND SAFETY MANAGER

- Ratify Facility Lease Agreement – **Board Approval – PC (copy attached)**

XII. MARKETING/PUBLIC RELATIONS MANAGER

- Ratify approval on the Final Copy of the 2024-2025 Annual Reports – **All Schools (copy attached)**

XIII. TREASURER

- October 2025 Monthly Financials – **Board Approval – All Schools (copy attached)**

XIV. SUPERINTENDENT

- Bob Klinar Retirement Notification Effective End of Current Contract Year 2025-2026 – **Board Approval – PC (copy attached)**
- Resolution – Adopting Policy for Student Cellular Phones in School – **Board Approval – WPCS (copy attached)**
- FY26 Facilities & Maintenance Cost Reimbursement – **Board Approval – All Schools (copy attached)**
- Ratify Memorandum of Understanding with The Centers – **Board Approval – SCE (copy attached)**
- Ratify Agreement with LLA Therapy – **Board Approval – MDCE (copy attached)**
- Ratify Agreements with Education Alternatives – **Board Approval – MDCE (copy attached)**
- Ratify Memorandum of Understanding with HUMADAOP – **Board Approval – MDCE, SCE, SCM (copy attached)**
- Ratify Agreements with Hogan Transportation – **Board Approval – PC, OBCE, MDCE, OBCM, EAA (copy attached)**
- Ratify Agreement with Dr. Pietrzycki for Orientation and Mobility Services – **Board Approval – LCM (copy attached)**
- Ratify Agreement with ProCare Therapy for Intervention Specialist Services – **Board Approval – PTCE (copy attached)**
- Ratify Placement Agreement with Western Governors University – **Board Approval – All Schools (copy attached)**

XV. SPONSOR UPDATE

- Educational Service Center of Lake Erie West – Monthly Governing Authority Report **(copy attached)**
- Buckeye Community Hope Foundation Update

XVI. OLD BUSINESS

XVII. PUBLIC COMMENT – Limit two minutes per person

XVIII. NEW BUSINESS

ADJOURNMENT

UPCOMING MEETINGS

Next Finance Committee Meeting – Wednesday, January 14, 2026, at 5:45 p.m.

Next Board Meeting
6:00 p.m. Thursday, January 15, 2026
5983 West 54th Street, Parma, Ohio 44129

Principal Report Constellation Schools

Constellation Schools Old B

216-351-0280

November

2025

Name of School

Phone

Month

Year

4430 State Rd Cleveland, O

Kate Rybak

Address, City, State, Zip

Principal

	EK	KG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	TOTAL
Current Enrollment New															
Enrollment (for next year)							53	71	51	62					237
Waiting List															
Current IEP							16	18	11	13					58
Current 504							1	2	3						6
MFE in Progress															
Home Instruction															
Suspensions							4	5	2	4					15
SWD Suspensions								1	2	1					4
Expulsions															
SWD Expulsions															
Title One Students															
Bused Students							11	13	9	11					44
Withdrawals							3		1						4
Volunteer Hours															

Student / FTE Classroom Teacher Ratio: 28/1

Monthly Student Attendance 89 % Yearly Student Attendance 88 %

Attach Attendance Intervention Plan if Student Attendance is Below 95%.

Monthly Staff Attendance 98 % Yearly Staff Attendance 99 %

Changes to Current Calendar (snow days, sick days, half days, etc):

None at this time

Staff Notes (Identify any names, positions, qualifications, and hire dates of new staff; identify any names, positions, and effective dates of resignations; staff survey results and/or concerns, award/recognition recommendations, etc.):

We have found a replacement for Steven Robinson. Mathew Ogieva has begun as facilitator.
Our staff member of the month is Arin McElwain.

Total Number of Teachers:

Total Number of Educational Aides:

Parent Notes (List reasons for withdrawals, complaints, compliments, parent meeting notes, parent conferences, etc.):

Our parent group has been working with both the elementary and middle schools. We had to cancel our Trunk or Treat due to few sign ups.
We had our Student Led Parent Teacher Conferences on November 3rd. We had a very good turnout. The students presented their grades and attendance in a power point for their families and teachers.

Student Notes (Include programs, successes, award/recognition recommendations, concerns and report any significant enrollment issues.):

Benchmark testing has concluded. We have a long way to go to demonstrate the growth which is necessary.
Both the volleyball team and football team made it to the "playoffs". The flag football team is in 2nd place.

Building Notes (Identify any relevant or significant building issues.):

No issues at this time.

Technology Integration (Highlight the technology integration in classrooms.):

Students have signed technology agreements and are using Chromebooks in all classes. Students are not permitted to use YouTube without prior approval from myself or our dean, Will Utt.

Test Results (Include Stanford, Ohio Achievement/Proficiency, Dibels, Diagnostics, classroom assessments,etc.):

Benchmarks were completed and are not as high as they need to be. But that leaves lots of room for growth.
I have also made the expectation of authoring assessments on the TIDE site for OST prep.

List interventions offered and # of students (example: after school tutoring = 12):

There are 58 students on an IEP and 6 on 504.

Number of Intervention Specialists:

Number of students on IEP:

Number of Related Service Providers:

Number of manifestation determinations:

Number of manifestation determinations related to disability:

Number of Functional Behavior Assessments conducted/completed this month:

Total number of SWDs with Behavior Intervention Plans:

Number of students testing using alternative assessments:

Character Education/Community Service (Include character education activities, success of program, community outreach/service):

Students are participating in PBIS and Character building routines. Teachers are implem

Grant Writing/Fundraising

Smart Snacks Sales
Penny Wars this month raised over \$1,300!!

Standards and Instruction (List any changes to the curriculum or methods used to achieve goals.):

No changes at this time, though teachers are using the curriculum including the new math curriculum.

PR Activities (Include press releases, invitations to public officials/press, attendance/presentation at public events):

PTT meetings

Other (Such as contact modification requests, Sponsor Site Visit Results, Title Audit Results, FTE Review, Special Programs, Academic & Non-Academic Goal Update, etc.):

We held a quarterly award ceremony for student who achieved Merit Roll, Honor Roll, Highest Honors, and also Character Trait if the Month Award.

Our Bi-Annual was Thursday, October 8.

I have submitted quarterly data and progress to Carol Young at BCHF.

Constellation Schools

Management Company

Joyce Lewis ESC of Lake Erie West

Sponsor Contact (if applicable)

Contributions to the School

List Cash or Items donated to the school each month along with donor.

Old Brooklyn Community Middle

November 2025

Name of School

Month

Year

Item Description

Donor

1

2

3

4

5

Planned Field Trips

Date	Destination/ Cost	Teacher/Grade	ODE Standards	Transportation/ Cost	Educational Purpose
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SPECIAL EDUCATION NUMBERS - UPDATED November

Educational Services Department

School	% of School	Speech % Language	Intellectual Disability	Emotional Disturbance	Learning Disability	OHI	Autism	HI	TBI	OI	VI	Dev Delay	Deaf/Blind	M
EAA	14%	3 (9)	5	0	7	4	0	0	0	0	0	0	0	0
EC (elem)	10%	4 (7)	1	0	1	0	2	0	0	0	0	3	0	0
EC (middle)		5 (8)	2	2	9	8	2	0	0	0	0	0	0	0
LCE	9%	1 (5)	0	0	0	4	2	0	0	0	0	0	0	0
LCM	22%	0 (8)	0	0	7	9	1	0	0	0	1	0	1	0
MDCE	18%	6 (14)	1	1	17	12	3	0	0	0	0	0	0	0
OBCE	7%	2 (11)	0	0	11	4	3	0	0	1	0	3	0	0
OBCM	24%	1 (32)	2	2	28	15	10	0	0	0	0	0	0	0
PC - DAY	15%	1 (4)	0	0	1	1	1	0	0	0	0	1	0	0
PC - PEARL		2 (7)	0	1	1	5	1	0	0	0	0	2	0	0
PC - SNOW		1 (14)	3	0	21	13	1	0	0	0	0	0	0	1
PC - M		0 (12)	1	2	14	9	4	0	0	0	0	0	0	0
PC - H		3 (15)	5	4	32	28	10	0	0	0	0	0	0	1
PTCE	10%	3 (5)	0	1	3	1	3	0	0	0	0	0	0	0
PTCM	14%	1 (3)	0	1	7	3	0	0	0	0	0	0	0	0
SCE	13%	0 (7)	0	2	6	4	2	0	0	0	0	2	0	0
SCM	8%	0 (2)	0	0	2	0	1	0	0	0	0	0	0	0
WCE	14%	6 (17)	1	1	9	7	6	0	0	0	0	1	0	0
WCM	15%	2 (8)	0	0	10	8	3	0	0	0	0	0	0	0
WCSA	13%	3 (7)	2	2	11	5	3	0	0	0	0	0	0	0
Total 2025/2026	14%	44(195)	23	19	197	140	58	0	0	1	1	12	1	2

November 2025 School Nurse Program Coordinator- Julia Howerton RN, BSN

I am happy to share with the Board a new opportunity we are bringing to all schools. School Smiles is a mobile dentist provider for schools. They will serve students in K-12. They provide, cleanings, exams, x-rays, sealants and restorative care. We are very excited to have this opportunity for our students.

We are currently looking into two different programs that may provide on-site vision exams. We may use a mixture of the two programs as one of the programs only provides services for K-3. The other provides services for K-12. I will update the board in my next report.

Respectfully Submitted, Julia Howerton RN, BSN School Nurse Program Coordinator

2024-2025 ANNUAL REPORT



Old Brooklyn Community Middle School, a proud member of the ACCEL Schools Network, offers students a well-rounded educational program with small class sizes that facilitate individualized instruction. The award-winning middle school partners with parents and community organizations to support and extend learning beyond the classroom. The school sets high standards for both academics and behavior with character education and school citizenship

programs. Old Brooklyn Community Middle offers physical education and art. Students can participate in clubs and activities, including the National Junior Honor Society, the Yearbook, and the Student Council. Society, CONSEF Science Fair, spelling bees, and concerts. Additionally, students benefit from educational travel trips, tutoring, and after-school care.

Mission Statement: Constellation Schools provide every child an opportunity to obtain an excellent education built on a foundation of character education for lifelong success.

Board President

James Tortelli

Board Vice President

Joseph Sgro

Board Secretary

Deborah Callen

Board Members

Laurene Perkins | Douglas Nissel

Treasurer

Dave Massa

Authorizer

Buckeye Community Hope Foundation

Principal

Jody Wessler

Regional Vice President

Sarah O'Bryan

Grades Served

5-8

Students Served

269

School Year Opened

2006-07

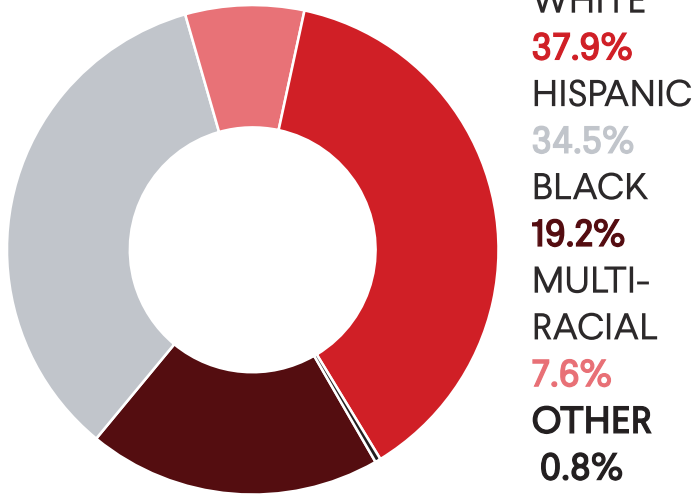
Managed By Accel Since

2021-22



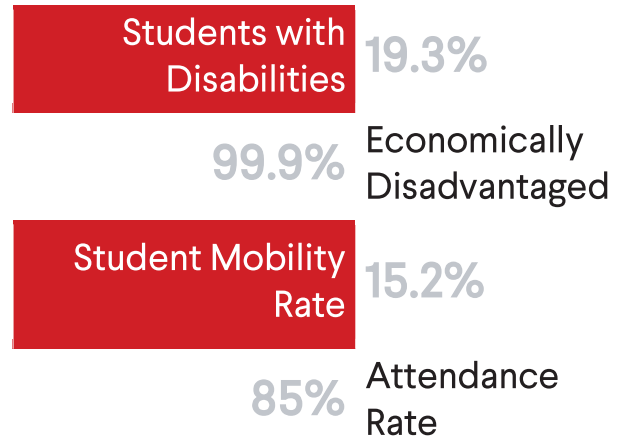
2024-2025 ANNUAL REPORT

Student Demographics



NOTE: If enrollment is less than 10, results are not calculated (NC)

Special Populations



Progress towards Goals

The percent proficient in ELA on the state assessment decreased from 31.9% to 24.1% from SY2024 to SY2025.

The percent proficient in Math on the state assessment decreased from 12.5% to 10.4% SY2024 to SY2025.

Discipline occurrences from SY2024 to SY2025 have increased over time.

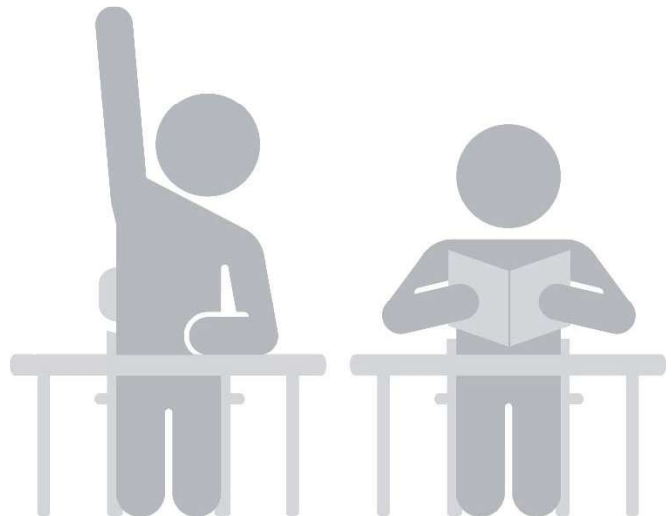
Our Academic Goals

#1 By June 2026, student performance will increase on the state assessment in ELA and Mathematics by 15%.

#2 By June 2026, student performance will improve by decreasing discipline occurrences by 15%.

State Report Card

Performance Index Score 48.1	Overall Rating ★★
Achievement Component ★	Early Literacy Component NA
Progress Component ★★	Gap Closing Component ★



2024-2025 ANNUAL REPORT



Constellation Schools
Old Brooklyn Community Middle

OUR HIGHLIGHTS

Constellation Schools: Old Brooklyn Community Middle offers students a well-rounded educational program with small class sizes, allowing for individualized instruction. The award-winning middle school partners with parents and community organizations to support and extend learning beyond the classroom.

The school sets high standards for both academics and behavior with character education and school citizenship programs.

Our middle school offers physical education and art classes. Students can participate in middle school sports, Student Council, spelling Bee, and Playhouse Square Disney Musical in School. Additionally, our students benefit from educational travel trips, tutoring, and after-school care through Horizon Educational Centers.

iReady Reading

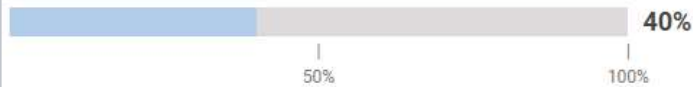
Progress to Annual Typical Growth (Median)



The median percent progress towards Typical Growth for this school is 16%. Typical Growth is the average annual growth for a student at their grade and baseline placement level.

iReady Mathematics

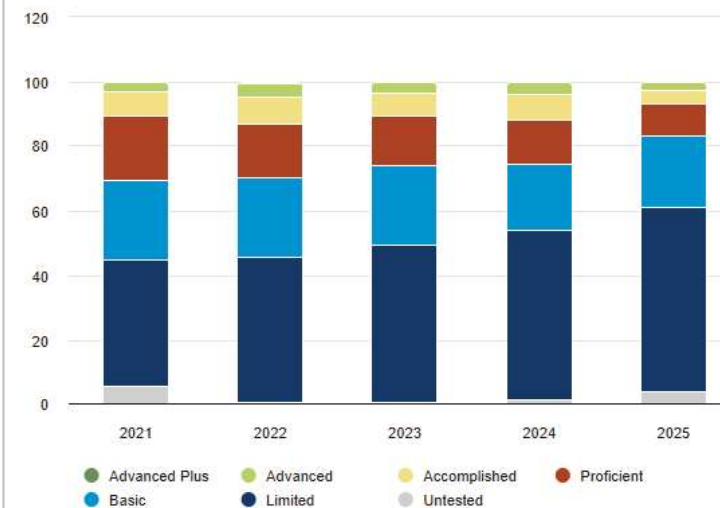
Progress to Annual Typical Growth (Median)



The median percent progress towards Typical Growth for this school is 40%. Typical Growth is the average annual growth for a student at their grade and baseline placement level.

Percent Proficient at Old Brooklyn Community Middle

Proficiency trends show the percentage of tested students in each performance level over time.



2024-2025 ANNUAL REPORT



Financial Data

State Sources	2,955,584
Federal Sources	678,725
Local Sources	131,077
Total Revenue	\$3,765,386

Salary & Wages	884,849
Employee Benefits	250,237
Purchased Services	2,128,249
Supplies & Materials	97,749
Capital Outlay	33,288
Other Expenses	27,186
Total Expenses	\$3,421,558

(1) Numbers in \$M

(2) At the time of publication, 2025 fiscal year data was not available from the Ohio Auditor of State. For updated information visit: www.auditor.state.oh.us.



Sponsor Statement:

Buckeye Community Hope Foundation (BCHF) relies on multiple sources of data to evaluate the community school's performance including academic performance on national normed tests and academic scores published by the Department of Education & Workforce on the Local Report Card. In addition, BCHF conducts multiple onsite visits to the school throughout the year to ensure compliance with all Rule and Law, as well as, the sponsorship contract. Performance results for the school will be available for the 2024-2025 school year on the BCHF website (www.bchf.org) after November 30.



**FY26 Reimbursement for Maintenance/ Facilities Equipment & Services Provided by
ACCEL Schools**

School	October 2025 Funded FTE		Annualized Cost based on FY25 (YTD) Expenses	Nov- June Monthly Cost w. FY26 credits applied
EASTSIDE ARTS ACADEMY	140	4%	\$11,467.22	\$912.25
ELYRIA COMMUNITY	375	10%	\$30,715.76	\$2,443.52
LORAIN COMM MIDDLE	79	2%	\$6,470.79	\$514.77
LORAIN ELEMENTARY	90	2%	\$7,371.78	\$586.45
MADISON COMMUNITY	222	6%	\$18,183.73	\$1,446.56
OLD BROOKLYN COMMUNITY ELEMENTARY	335	9%	\$27,439.41	\$2,182.88
OLD BROOKLYN COMMUNITY MIDDLE	237	6%	\$19,412.36	\$1,544.31
PARMA COMMUNITY	1140	30%	\$93,375.90	\$7,428.30
PURITAS COMMUNITY ELEMENTARY	110	3%	\$9,009.96	\$716.77
PURITAS COMMUNITY MIDDLE	86	2%	\$7,044.15	\$560.38
STOCKYARD COMMUNITY MIDDLE	128	3%	\$10,484.31	\$834.06
STOCKYARD COMMUNITY ELEMENTARY	40	1%	\$3,276.35	\$260.64
WESTPARK COMMUNITY ELEMENTARY	214	6%	\$17,528.46	\$1,394.44
WESTPARK COMMUNITY MIDDLE	152	4%	\$12,450.12	\$990.44
WESTSIDE COMMUNITY SCHOOL OF THE ARTS	203	5%	\$16,627.46	\$1,322.76
WASHINGTON PARK COMMUNITY SCHOOL	202	5%	\$16,545.55	\$1,316.24
	3753	100%	\$307,403.29	\$24,454.76

annualized costs



Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

PLACEMENT AGREEMENT

This Placement Agreement (“Agreement”) is made between Western Governors University, a Utah nonprofit corporation (“University” or “WGU”), and **Constellation Schools** (“District”), and is effective as of the date of District’s signature below (“Effective Date”). WGU and District may be referred to herein individually as a “Party” and collectively as the “Parties.”

WGU is nationally accredited by the Northwest Commission on Colleges and Universities (“NWCCU”). University Educator Preparation programs are further accredited by the Council for the Accreditation of Educator Preparation (“CAEP”) and the Association for Advancing Quality in Educator Preparation (“AAQEP”). University represents that each Candidate assigned to District for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two is validly enrolled in a current University educator preparation program and meets District’s background requirements.

A. Definitions. For the purposes of this Agreement, capitalized terms* shall have the following meanings:

1. **“Candidate”** means a student enrolled in a University program that leads to an education credential.
2. **“Mentor Teacher”** means a District employee who is the teacher presiding in the classroom to which the Candidate is assigned. Standards for Mentor Teachers are explained in Section G of this Agreement.
3. **“Clinical Supervisor”** means a qualified individual who is an employee or independent contractor of WGU. The individual will supervise the Candidate. Standards for Clinical Supervisors are explained in Section H of this Agreement.
4. **“Initial Licensure Program”** means a program that results in a professional license.
5. **“Advanced Program”** means an advanced licensure or endorsement program that may result in an additional license.
6. **“Clinical Experience”** means the active participation by a Candidate in a wide range of virtual and in-classroom experiences to develop the skills and confidence necessary to be an effective teacher and prepare for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two.
 - a. **“Early Clinical”** means a Candidate’s first supervised opportunity to observe a classroom setting.
 - b. **“Advanced Clinical”** means supervised classroom-based activities in a classroom setting where Candidates observe, collaborate, and reflect with a Mentor Teacher.
 - c. **“Student Teaching One”** and **“Student Teaching Two”** (collectively **“Student Teaching”**) means the active participation by a Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Mentor Teacher and a Clinical Supervisor.
7. **“Practicum”** means the University Clinical Experience requirements for advanced licensure programs.
8. **“Professional Dispositions and Ethics”** means standards of behavior expected of Candidates and University faculty and staff, as follows:

○ All Individuals Can Learn	○ Communication
○ Belonging	○ Integrity
○ Empathy	○ Professionalism
○ Growth Mindset	○ Intellectual Courage
9. **“LEA”** means Local Education Agency.
10. **“SEA”** means State Education Agency.

*References to “District” shall include the school.

B. Mutual Expectations. A placement site is a District where University places Candidates for a Clinical Experience with Mentor Teachers that align with the Candidate’s licensure area with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Candidates, and to share accountability for Candidate outcomes. A Clinical Supervisor will be assigned to observe and provide support to the Candidate. The District and Mentor Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each experience.

C. Mutually Beneficial Activities. The Parties agree to participate, to the extent feasible, in the activities outlined below:

1. When available, University staff may participate in District employee events and conferences, as appropriate, and District agrees to inform University of such opportunities.
2. University will provide District with recruitment and talent acquisition planning and support from University's Career & Professional Development service(s) team, based on District compliance with University's [Employer Recruiting & Guidelines](#).
 - Whenever possible, District will respond to quarterly survey requests from University's Career & Professional Development team about hiring plans and new hires from University.
3. University and District employees will co-select Mentor Teachers and Clinical Supervisors based on University requirements.
4. District employees who have been admitted to University may apply to receive aid so long as they meet scholarship eligibility requirements (University will retain sole discretion in funding and award decisions).
5. University may invite District employees to participate in a focus group to:
 - provide feedback for improvement and continuous development of observation and evaluation instruments of Candidates, Mentor Teachers, and Clinical Supervisors, criteria for selection of Mentor Teachers and Clinical Supervisors, and curriculum development;
 - review data on Clinical Experiences and Candidate success to potentially modify selection criteria, determine future assignments of Candidates, and make changes in Clinical Experiences;
 - review how the depth, breadth, diversity, coherence, and duration data on Clinical Experiences are linked to Candidate outcomes and Candidate performance.

D. Recordings. District recognizes that University requires the utilization of video recordings for both observations and teacher performance assessments. District also recognizes that video recordings may be utilized for Educative Teacher Performance Assessment ("edTPA") in states where required. District agrees to allow video recording and/or live streaming for completion of observations and teacher performance assessments for all University programs consistent with the conditions set forth in **Exhibit A** ("Video Recording").

E. University Responsibilities. University shall:

1. Place qualified Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in a Clinical Experience.
2. Provide District with an honorarium for Mentor Teacher participation in Clinical Experience as described in this Agreement.
3. Be responsible for the selection, assignment, training, and compensation of Clinical Supervisors.
4. Require Candidates to have a current, fully cleared background check.
5. Where required by state regulation or District policy, ensure Candidates have a current tuberculosis ("TB") risk assessment and/or examination. Upon request, Candidates will be required to provide documentation to District prior to participating in a Clinical Experience.
6. Provide opportunities for feedback regarding improvement of University Candidate preparation.
7. Provide training to Mentor Teachers regarding University processes and procedures.
8. Maintain an online site for support, resources, and training for Mentor Teachers and Clinical Supervisor.
9. Facilitate course instruction and support for the Candidates during their Clinical Experience. Including, the final performance assessment, specific task requirements and peer interactions in a weekly cohort seminar.
10. Maintain general responsibility for instruction, academic evaluation, and related academic matters concerning Candidate participation in the Clinical Experience, including evaluation and grading.

F. District Responsibilities. District shall:

1. Nominate one or more qualified Mentor Teacher(s) by providing a completed copy of the Mentor Teacher Nomination Form to University's Clinical Placement Team.
2. Allow the Clinical Supervisor access to the host school and classroom, including virtual settings, for the specific purpose of observing Candidates.
3. Where applicable and where a Candidate will serve as a contracted teacher, District agrees to provide a Mentor Teacher during Clinical Experience.
4. Notify University about any changes to District policies that would impact Candidate's placement (e.g., COVID and other healthcare policies).
5. Placement must align with the Candidates' Program. District must notify University about any changes to the Candidate's assigned Mentor Teacher or classroom placement.
6. Provide Candidates with any District policies and procedures to which Candidates are expected to adhere during the Clinical Experience and while on District premises.
7. Through the involvement of the Mentor Teacher, participate with the Clinical Supervisor and Candidate in two evaluations pursuant to WGU's grading rubric. University shall be responsible for the format of evaluations.
 - o See Advanced Programs Practicum section below for evaluation requirements for Educational Leadership and English Language Learning.
8. Provide Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Clinical Experience.
9. Provide opportunities, when possible and appropriate, for Candidates to use technology to enhance student learning and monitor student progress and growth.
10. Provide opportunities, when possible and appropriate, for Candidates to experience working with diverse student populations, including English language learners and students with exceptional learning needs.
11. Encourage Mentor Teachers to participate in University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
12. Encourage administrators and Mentor Teachers to participate in University feedback surveys (offered at the end of the Clinical Experience) to report on Candidate quality and preparation and to provide program feedback to University for continuous improvement.
13. Report any concerns related to the Candidate's performance, conduct, or attendance promptly to the Clinical Supervisor. Identify a teacher or other school administrator to evaluate Candidates for Embedded Work Based Learning.
14. Adhere to any then-applicable state requirements related to training/professional development.

G. Mentor Teacher Standards. District, in collaboration with University, shall provide the Candidate with a Student Teaching assignment under the direct supervision and instruction of a Mentor Teacher who meets the following minimum requirements:

1. Holds a teaching credential or license: (i) for the subject area and/or grade level being taught; and (ii) in the state where Student Teaching occurs.
2. Has: (i) a minimum of three (3) years of content area teaching experience, with (ii) two (2) or more years teaching in the placement school and/or District, and (iii) a demonstrated record of strong performance.
3. Documented evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective (or equivalent) when a state, district, or school provides such ratings.
4. Has positively impacted and mentored student teachers, colleagues, and/or other adults.
5. Competently uses technology for communicating via email and completing online evaluation forms.
6. Demonstrates and models WGU's Professional Dispositions and Ethics.
7. Completes University training to understand policies, processes, procedures, and how to mentor adult learners, and completes any required State training.

H. Clinical Supervisor Standards. The University, in collaboration with District, shall select a Clinical Supervisor who provides guidance, support, on-site and/or virtual assistance, assessment, and feedback to a Candidate throughout Advanced Clinical, Student Teaching One and Student Teaching Two of the Clinical Experience. To act in this role, a Clinical Supervisor must have:

1. A minimum of three (3) years teaching experience in K-12.
2. A master's degree in education or related field.
3. A current teaching license in the content area of supervision.
4. Experience teaching in the content area of supervision.
5. Successfully completed a background clearance.
6. Ability to consistently demonstrate and model Professional Dispositions and Ethics.

I. Advanced Programs Practicum.

1. Candidates are licensed teachers who are in most cases completing the Practicum in their own school using a qualified individual as a Clinical Supervisor who meets the applicable qualifications and requirements.
2. Each Candidate shall:
 - identify a school with which he/she has (i) an established relationship with and (ii) obtained district approval for placement. All identified placements are subject to University approval.
 - identify preferred Clinical Supervisor, subject to approval of University's Clinical Experience team to ensure the Clinical Supervisor meets program requirements.
 - complete a valid background clearance, provide proof of liability insurance, and a valid teaching license.
 - comply with all other applicable District requirements.
3. Evaluations of Candidates are as follows:
 - Educational Leadership – a minimum of four (4) evaluations
 - English Language Learning – a minimum of three (3) observations or evaluations.
 - Early Childhood Education – a minimum of one (1) observation

J. Confidentiality & Education Records

1. District acknowledges that the education records of assigned Candidates are protected by the Family Educational Rights and Privacy Act ("FERPA") and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, University designates District as a "school official" with a legitimate educational interest in such records.
2. University shall instruct Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Candidates or University employees access to individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

K. Additional Terms

1. Term. This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either Party gives the other Party thirty (30) days advance written notice of its intent to terminate the Agreement. In the event of termination, any Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching or Practicum.
2. Points of Contact. Each Party shall designate a point of contact for communication and coordination of Student Teaching or Practicum. Contact information is set forth following the signature block.
3. Right to Accept or Terminate a Placement. District may refuse to accept placement, or may terminate the placement, of any Candidate based upon its good faith determination that the Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify University Point of Contact (listed at the bottom of this Agreement) in writing immediately and state the reasons for such decision.
4. Insurance.
 - University Insurance. University represents and warrants that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. University shall maintain, at its sole expense, workers' compensation insurance as required by law.
 - Professional Liability Insurance. Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Clinical Experience with

minimum limits of either: (i) \$1,000,000 per occurrence and \$3,000,000 annual aggregate, or (ii) \$2,000,000 per occurrence and \$2,000,000 annual aggregate.

5. **Status of Parties.** Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the Parties. Neither Party will have the authority to, and will not, act as agent for or on behalf of the other Party or represent or bind the other Party in any manner. No Candidate or other third Party shall be a beneficiary of or have any right to enforce the terms of this Agreement.
6. **Non-Discrimination.** Each Party agrees to comply with all applicable non-discrimination laws, and will accept, assign, supervise, and evaluate qualified Candidates regardless of race, sex, sexual orientation, religion, creed, national origin, age, disability, veteran status, or any other basis protected by law.
7. **Entire Agreement.** This Agreement represents the entire understanding between the Parties relating to the subject matter and supersedes all prior oral or written agreements. This Agreement may be modified only in writing, signed by both Parties.

The Parties have executed this Agreement as of the Effective Date.

UNIVERSITY

DISTRICT

By: Kim DeMent

By: Sarah O'Bryan

Title: Senior Associate Dean & Senior Director, School of Education

Title: Superintendent

Date: 10/15/25

Point of Contact:

District and Funded Partnerships
Email: tc_outreach@wgu.edu

Point of Contact:

Email: garten.christine@constellationschools.com
Phone: 440-292-5367

For notice purposes:

Attn: Contracts Manager
Western Governors University
4001 South 700 East, Suite 700
Salt Lake City, UT 84107-2533
Email: contracts@wgu.edu

For notice purposes:

Sarah O'Bryan, Superintendent
Email: sobryan@accelschools.com

Exhibit A
Video Recording

1. Teacher Performance Assessment. District acknowledges that Candidates must complete a teacher performance assessment, which includes the submission of real artifacts (such as lesson plans and student work samples). District also recognizes that in states where the edTPA is required, video recordings of the Candidate teaching in the classroom will be utilized and included in the submission.
2. Clinical Observation / Evaluation. University utilizes a secure, interactive, online, cloud-based platform to accommodate for the changing classroom environment and protect the health and safety of participants. Candidates upload recorded video submissions or participate in livestreams for feedback, scoring, and critiquing of video assignments, and Clinical Supervisors leave time-stamped feedback.
3. Guidelines. The following guidelines are provided to Candidates. District understands that Candidates are not employees or agents of University and that any further precautions regarding the privacy of District students should be agreed directly between the District and Candidates.

Teacher Candidate Guidelines for Video Recordings

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
- To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and Mentor Teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
- You must follow appropriate protocol to submit recordings to University.
- You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
- You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
- You must destroy all video recordings once the evaluation is complete.



2025-2026

TRANSPORTATION AGREEMENT

This agreement made and entered into at Willoughby, Ohio, between **Old Brooklyn Community Elementary** (hereinafter called the “District”), and Hogan Transportation, 36475 Reading Avenue, Willoughby, Ohio 44094. This agreement is effective from August 1, 2025, through July 31, 2026.

For and in consideration of the mutual covenants and agreements herein contained, and for valuable consideration the Parties agree to the following:

- 1) Hogan Transportation will transport legally enrolled District students at the written or verbal request of the District for any student that requires transportation along with their individual specific needs (such as wheelchair, harness, car seat, and monitor). Students serviced by Hogan transportation are to be provided curb-to-curb service as specified by the District. All children, must be brought to or taken from our vans by parents, guardians, or school staff as Hogan personnel are **prohibited** to do so. Hogan Transportation will not assume any liabilities for children outside of our vehicle. All information regarding students, their individual needs and their specific routes shall be maintained by Hogan Transportation in the strictest of confidence.
- 2) Hogan Transportation may **refuse** to transport a District child when:
 - a) The district or an individual parent informs Hogan Transportation that the child needs medication to be administered by an employee of Hogan Transportation.
 - b) A child poses a safety concern while on the vehicle (disruptive, harming themselves or others) as determined by Hogan Transportation.
 - a. A monitor may be needed but not approved. We have a right to cancel.
 - b. We have the right to suspend transportation if the child is disruptive on the van.
 - c) A child’s present condition constitutes an immediate health hazard (i.e. bed bugs, fever 100.4 or greater, vomiting, etc...)
 - d) If the student becomes ill during the day, Hogan will refuse transportation home from school.
 - e) We are not provided with a written seizure protocol from the school board for transportation purposes only per DEW.
 - f) The student does not have proper functioning equipment for us to transport safely (ie...harness, wheelchair)
 - g) If parents do not have a working phone number. Our demographic questionnaire must be completed before transportation can be started.

- 3) Hogan Transportation will provide all the routing of said students, including contacting the parents regarding pick-up times and locations. At times it may be necessary to have students from different districts ride on the same van together. When doing so, we always check with the “out of district school” to assure compatibility of the students before transportation is set. If “said” students require a monitor/ aide, each district will **share the cost evenly**.
Any Additional charges on the route will occur when:
 - a) We must wait more than 15 minutes for parents/family/guardian for pick up or drop off of the child.
 - b) Waiting more than 15 minutes for arrival or dismissal at the school.
- 4) Hogan Transportation will provide vehicles to be used for transportation of said students.
 - a. Vehicles will meet the standards of Federal and State law.
 - b. All vehicles will be equipped with a mobile phone, emergency safety triangles, and bodily fluid clean up kits, fire extinguishers, and a first aid kit.
 - c. All vehicles shall be appropriately identified with our company name, phone number.
 - d. All vehicles are equipped with GPS Telematics and video/audio surveillance.
- 5) Hogan Transportation employees will meet the DEW qualification requirements for on-vehicle staff. All drivers are issued Hogan Transportation badges yearly, to always be worn and visible.
- 6) **Saraha's Law** (effective 10/23) requires the school to create a seizure action plan for each student with a seizure disorder. We will need the school board (that I contracted with) to issue Hogan Transportation instructions on how you want us to handle each student's seizure on the van. We cannot be given the doctors seizure plan that was given to the parent or the school. These instructions need to be geared toward a seizure on the van that has no medical professional on board. If the instruction for the van requires rescue medicine to be given, per our insurance, we are not able to administer medicine. We can call 911 or the school can provide us with a trained paraprofessional to ride with the student to administer medication. Depending on the child's seizure disorder and the frequency of the seizures will determine the need for a monitor on the van or the capability of Hogan transporting that child.
- 7) Hogan Transportation will maintain the Auto and General Liability insurance with a combined total of over \$3,000,000.00 A “Certificate Holder” endorsement will be added to the policy naming the District. The certificate will be sent to you yearly after our renewal.
- 8) When a student has not rode a Hogan Transportation van for three consecutive days, Hogan Transportation will notify the District. It will then be the District's responsibility to notify Hogan Transportation regarding the student's status of transportation. We will continue to attempt to transport until we hear further instructions from the school board, consequently you will be charged the daily price. If you do not wish us to attempt transportation daily, you can choose to **HOLD** the seat at a 50% reduced rate which will ensure a seat when the student is ready to

return. You may also **CANCEL** transportation. If you choose to CANCEL transportation the student's seat will not be held. A new transportation request will need to be submitted when or if that child does return to school.

- 9) The District will be charged as noted below based on the daily rate identified on schedule A1.
 - a. A driver does their route, whether or not the student rides.
 - b. A one (1) day notice from the parent or the District to not transport a child.
 - c. You will be charged 50% of the child's daily rate after the **4th** day that the school is shut down for any additional Nonscheduled day off in comparison to your school calendar (i.e. weather related, health/wellness [covid, flu] related, utility related, funerals, or any other calamity days....).
 - d. When Districts are closed due to weather, we will not provide transportation for those who live in that District or attend school in that District.
 - e. We reserve the right to not transport during inclement weather.
 - f. If you need transportation on a holiday or a day of observance of a holiday, your rate will be the same + an additional line for holiday transportation = \$50 per driver and or monitor needed for each van driven.
- 10) The District hereby agrees to compensate Hogan Transportation in accordance with the attached pricing sheet Schedule A1. The District may request other services based on individual student needs. Any new charges will be mutually agreed upon and added to the Schedule A-1 pricing sheet.
- 11) It is understood that the cost listed on the attached pricing sheet includes an unstable item of fuel, and that a "Fuel Surcharge" will be applied when the monthly average fuel cost exceeds \$3.00 per gallon. The Fuel Charge will be determined by multiplying the monthly variance by the amount of fuel used for the District. The "Fuel Surcharge" will be added to the District monthly invoice.
- 12) Hogan Transportation will invoice the District approximately the 10th day following the month of transportation. Payment terms are by the end of the invoiced month.
- 13) Hogan Transportation will take every precaution to protect the District students and its employees against illness (i.e. Covid-19, flu.....) As we all know, illnesses are difficult to trace. As such, Hogan Transportation will not be liable for any students contacting any such illness while being transported pursuant to this Agreement.
- 14) Hogan Transportation Surveillance Policy:

Hogan Transportation may use video/audio recording devices and any resulting recording to promote a safe environment for students and employees and to protect company property.

Appropriate and conspicuous signage will be posted on company vans to notify students and employees of the use of video/audio recording devices. Employees will receive additional notification at the beginning of the school year regarding the

presence of video/audio recording devices on company vans. Such notification will be included in employee handbooks.

All speech and conduct on Hogan Transportation vans is subject to being recorded, preserved, and examined through the video/audio recording devices. No person on a Hogan Transportation van shall have a legitimate expectation of privacy with respect to his/her conduct or speech.

Tampering with the video/audio recording devices or any related equipment may result in termination of employment for any employee and disciplinary action for any student.

All recordings are stored in a secure place to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Typically, recordings will be saved for approximately 60 operational hours. If, after this time, no incidents have been reported that potentially violate student or employee behavior or other expectations and no public records requests have been made seeking the video or audio recording, the recording may be over-written by the system as storage space is needed for newer recordings.

Hogan Transportation may preserve any available recording by creating an electronic copy relevant to a possible disciplinary action, criminal, safety, or security investigation or for other evidentiary purposes.

By this policy, Hogan Transportation does not guarantee that every van will be equipped with a video/audio recording device, that the device on a specific van will be in operation, that a device will record specific conduct or expression, or that the devices resolution will be sufficient to capture images with clarity in all circumstances.

This Agreement can be terminated by either District or Hogan Transportation upon a sixty (60) calendar days' written notice of such intent by either party.

In Witness Whereof, the Parties hereto set their hands to this agreement dated

12th day of September, 2025 (yr)

HOGAN TRANSPORTATION

Signature: _____

Printed Name: _____

DISTRICT

Signature: _____

Printed Name: _____