

Constellation Schools: Westpark Community Elementary
Board Meeting Minutes
Thursday, November 20, 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: Bogusia Chmielewski, Donna Stelter, Thomas Bonner, and Christy Bonner. Absent: Charles Ledger

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.

III. Approval of Minutes

Approval of Minutes – October 16, 2025

WCE-2025-11-01

A motion was made by Thomas Bonner and was seconded by Christy Bonner, approving the minutes of October 16, 2025, as presented.

All board members concurred.

Motion Carried

IV. Principal Report

Enrollment for school year 2025/2026 – 215.

Acceptance of Donation

WCE-2025-11-02

A motion was made by Thomas Bonner and was seconded by Christy Bonner, accepting the donation, as presented (see attached).

All board members concurred.

Motion Carried

V. Committee Reports

No report.

VI. Education Services

Education Program Director

No report.

Director of Academic

No report.

VII. Student Services

Special Education Program Coordinator

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

School Nurse Program Coordinator

The Nurses report for November 2025 was made available to the board members.

VIII. Technology Report

No report.

IX. Human Resources Report

No report.

X. Facilities Manager Report

Garrick Lukich requested board approval for the Snow Plowing Contract.

Snow Plowing Contract

WCE-2025-11-03

A motion was made by Thomas Bonner and was seconded by Christy Bonner, approving the Snow Plowing Contract with Oneal for three years, as presented (see attached).

All board members concurred.

Motion Carried

XI. Business and Safety Manager Report

No report.

XII. Marketing Report

Lisa Vinarcik requested the board members approve ratifying the approval of the Final Copy of the 2024-2025 Annual Report.

Ratify Approval of 2024-2025 Annual Report

WCE-2025-11-04

A motion was made by Thomas Bonner and was seconded by Christy Bonner, approving ratifying the Final Copy of the 2024-2025 Annual Report, as presented (see attached).

All board members concurred.

Motion Carried

XIII. Treasurer Report

Sarah O'Bryan requested board approval for the October 2025 Financial Report.

October 2025 Financial Report

WCE-2025-11-05

A motion was made by Christy Bonner, and was seconded by Thomas Bonner, approving the October 2025 Financial Report, as presented (see attached).

All board members concurred.

Motion Carried

XIV. Superintendent Report

Sarah O'Bryan requested board approval for the FY26 Facilities & Maintenance Cost Reimbursement. Board approval was requested to ratify the Placement Agreement with Western Governors University.

FY26 Facilities & Maintenance Cost Reimbursement

WCE-2025-11-06

A motion was made by Christy Bonner, and was seconded by Thomas Bonner, approving the FY26 Facilities & Maintenance Cost Reimbursement, as presented (see attached).

All board members concurred.

Motion Carried

Ratify Placement Agreement with Western Governors University

WCE-2025-11-07

A motion was made by Christy Bonner, and was seconded by Thomas Bonner, approving Ratifying the Placement Agreement with Western Governors University, as presented (see attached).

All board members concurred.

Motion Carried

XV. Sponsor Update

Month: November

Presented by:	Joyce Lewis	In person

<p>Governing Authority Highlights / Important updates from ESCLEW</p>	<p>The 2024–25 ESCLEW Sponsor Annual Report, combining all sponsored schools’ reports, was shared with you. Schools must notify parents by posting the report on their website by November 30, 2025.</p> <p>The Ohio Attorney General’s Office has announced \$9.01 million in School Safety Grants for the 2026–2027 school year to help schools improve safety and security for students and staff. School may apply for a program-based grant of up to \$40,000 or a formula-based grant of \$2,500 or \$4.50 per student, whichever is greater. Applications are first-come, first-served and due by May 29, 2026 through the Ohio Grants Portal. Questions can be directed to SchoolSafetyGrants@OhioAGO.gov</p>
<p>Recent Site Visit Highlights</p>	<p>November Site Visit Summary This month’s site visits focus on student stakeholder interviews, review of 11.6 academic goals for the 2025–2026 school year (if not completed in October), and verification of key compliance items, including off-site extracurricular participation (Task #404), staff completion of child-abuse and safety trainings (Task #706), and adherence to seizure-related requirements (Tasks #786 and #789).</p> <p>Upcoming visits: WCS; November 18</p>
<p>Financial Update</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>
<p>Any questions asked by the Governing Authority for the Sponsor?</p>	<p>N/A</p>
<p>Follow up provided</p>	<p>N/A</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-	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

		sponsored events			
Evidence: Charles Bogusia Donna Thomas Christy					
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 October					
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 October - 5					
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: Charles Bogusia - Completed Donna - 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 3/5 August 4/5 September 5/5 October 5/5					

XVI. Old Business

No report.

XVII. Public Comment

No report.

XVIII. New Business

No report.

Adjourn

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

All board members concurred.

Motion Carried 6:35 p.m.



 President



 Secretary