

Constellation Schools: Westpark Community Elementary
Special Board Meeting Minutes
Thursday, January 22, 2026
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, Thomas Bonner, and Christy Bonner.

School staff present: None

ACCEL Schools LLC Present: Sarah O’Bryan, Mary Beth Oko, Christine Garten, Debbie Piazza, Kate Craft, Alisa Jones, Lisa Vinarcik, 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 – November 20, 2025

WCE-2026-01-01

A motion was made by Bogusia Chmielewski and was seconded by Thomas Bonner, approving the minutes of November 20, 2025, as presented.

All board members concurred.

Motion Carried

IV. Principal Report

Enrollment for school year 2025/2026 – 211.

V. Committee Reports

No report.

VI. Education Services

Education Program Director

Debbie Piazza requested board members acknowledge they reviewed the Bullying, Harassment, and Intimidation Reporting document.

Charles Ledger, Bogusia Chmielewski, Donna Stelter, Thomas Bonner, and Christy Bonner acknowledge they reviewed the Bullying, Harassment, and Intimidation Reporting document.

Director of Academic

No report.

VII. Student Services

Special Education Program Coordinator

Special Education Numbers for January 2026 were made available to the board members.

School Nurse Program Coordinator

No report.

VIII. Technology Report

No report.

IX. Human Resources Report

No report.

X. Facilities Manager Report

No report.

XI. Business and Safety Manager Report

Brian Preseren requested board approval for the Athletics Game Support Position Description.

Athletics Game Support Position Description**WCE-2026-01-02**

A motion was made Bogusia Chmielewski, and was seconded by Christy Bonner, approving the Athletics Game Support Position Description, as presented (see attached).

All board members concurred.

Motion Carried

XII. Marketing Report

No report.

XIII. Treasurer Report

Sarah O'Bryan requested board approval for the November and December 2025 Financial Report. Board approval was requested for the Updated 2026 Three Year Forecast (includes FY26 Projection)

November and December 2025 Financial Report**WCE-2026-01-03**

A motion was made by Thomas Bonner, and was seconded by Bogusia Chmielewski, approving the November and December 2025 Financial Reports, as presented (see attached).

All board members concurred.

Motion Carried

Updated 2026 Three Year Forecast (Includes FY26 Projection)**WCE-2026-01-04**

A motion was made by Thomas Bonner and was seconded by Bogusia Chmielewski, approving the Updated 2026 Three Year Forecast (Includes FY26 Projection), as presented (see attached).

All board members concurred.

Motion Carried

XIV. Superintendent Report

Sarah O'Bryan requested board approval for the 2025/2026 Student Success and Wellness Plan. Board approval was requested for New Policy 2.2040.9 Grading and Class Standing. Board approved was requested for Revised Policy 2.2120 Career Advising and Student Success Plans, Revised Policy 3.2140 Ohio Resident Educator Program, Revised Policy 5.1170.1 Use of Medications and Revised Policy 5.1180.1 Care of Students with Diabetes. Board approval was requested for Scenario Learning LLC Quote.

2025/2026 Student Success and Wellness Plan**WCE-2026-01-05**

A motion was made Bogusia Chmielewski, and was seconded by Christy Bonner, approving the 2025/2026 Student Success and Wellness Plan, as presented (see attached).

All board members concurred.

Motion Carried

New Policy 2.2040.9 Grading and Class Standing**WCE-2026-01-06**

A motion was made by Bogusia Chmielewski, and was seconded by Christy Bonner, approving New Policy 2.2040.9 Grading and Class Standing, as presented (see attached).

All board members concurred.

Motion Carried

Revised Policy 2.2120 Career Advising and Student Success Plans**WCE-2026-01-07**

A motion was made by Bogusia Chmielewski, and was seconded by Christy Bonner, approving Revised Policy 2.2120 Career Advising and Student Success Plans, as presented (see attached).

All board members concurred.

Motion Carried

Revised Policy 3.2140 Ohio Resident Educator Program **WCE-2026-01-08**
 A motion was made by Bogusia Chmielewski, and was seconded by Christy Bonner, approving Revised Policy 3.2140 Ohio Resident Educator Program, as presented (see attached).
 All board members concurred.
 Motion Carried

Revised Policy 5.1170.1 Use of Medications **WCE-2026-01-09**
 A motion was made by Bogusia Chmielewski, and was seconded by Christy Bonner, approving Revised Policy 5.1170.1 Use of Medications, as presented (see attached).
 All board members concurred.
 Motion Carried

Revised Policy 5.1180.1 Care of Students with Diabetes **WCE-2026-01-10**
 A motion was made by Bogusia Chmielewski, and was seconded by Christy Bonner, approving Revised Policy 5.1180.1 Care of Students with Diabetes, as presented (see attached).
 All board members concurred.
 Motion Carried

Scenario Learning LLC Quote (SafeSchools) **WCE-2026-01-11**
 A motion was made by Thomas Bonner, and was seconded by Christy Bonner, approving the Scenario Learning LLC Quote (SafeSchools), as presented (see attached).
 All board members concurred.
 Motion Carried

XV. Sponsor Update

Joyce Lewis wished the board members Happy Board Appreciation Month. Board members received a Mid-Year Satisfaction Survey to complete. ESC of Lake Erie West will be holding a virtual Board Training on April 18, 2026. Joyce Lewis presented the School with a banner for their school being rated as a 4 Star Overall Rated School.

Month: January

Presented by:	Joyce Lewis	In person
Governing Authority Highlights / Important updates from ESCLEW	<p>We will offer the next <i>Strengthening Board Governance</i> series this winter, with three one-hour sessions on the third Wednesday of January, February, and March from 4:00–5:00 PM. Sessions are open to all board members.</p> <ul style="list-style-type: none"> ● Session One: Foundational board roles, responsibilities, and effective governance practices. ● Session Two – Strategic Planning: How boards support mission-aligned, data-informed long-term planning. ● Session Three – Advocacy & Ambassadorship: How to communicate your school’s impact and represent the community-school sector. <p>Please reach out for Registration information if you are interested.</p>	
Recent School Highlights	<p>The January site visit is a compliance review and includes an attendance discussion, parent, board members, of management interviews, and verification of selected state requirements related to student discipline, residency</p>	

	determination, health and safety policies, and student services. The site visit dates are as follows: WCE: 1-20-26
Financial Update	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.
Any questions asked by the Governing Authority for the Sponsor?	N/A
Follow up provided	N/A

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: Thomas – Charles – Donna – Bogusia – 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 November					

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 - 5 August - 5 September - 5 October - 5 November 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 Stelter – Completed 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 October 5/5 November 4/5					

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 6:42p.m.



President



Secretary