APPROVED

Menlo Park Academy Governing Board

Minutes

Annual End-of-Year Board & Staff Retreat

Date and Time
Tuesday June 4, 2019 at 8:30 AM

Location
2149 W. 53rd Street, Cleveland, OH

OUR MISSION: Menlo Park Academy is a public school that develops the potential of gifted learners through an exemplary program of rewarding experiences that nurtures the whole child.

Directors Present
Fraser Hamilton Sr, Richard Hronek, Suzanne McFarland, Teri Harrison

Directors Absent
Carol Ryan

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Amanda Conti, Amy Kreiger, Ashlee Hart, Barbee Thomas, Beth Turk, Brandy Shuttera, Brittany Harraman, Carla Biggert, Christina Rockey, Cindy Wang, Daniel Pernod, Danielle Dachtler, Dante Giancola, David Pannell, Debra Culp, Dennis Costa, Eamon O'Donnell, Erin Bender, Frank O'Grady, Grace Coyne, Janie Zell, Jeanette Thevenin, Jennifer Gali, Jenny Polasko, JoAnna Timura, John Cycyk, Karen Uthe, Kateland Kacic, Katie Theiss, Kelly Whittaker, Krista Nenadal, Lauren Barker, Lindsey Macey, Melissa McCarthy, Nadia Dreger, Nereida Juarez, Nick

Malakar, Nick Pennypacker, Sarah Rondini, Shannon Jakubczak, Shanon Kneidel, Shelby Hess, Susan Dornan

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I. Opening Items

A. Welcome / Breakfast

B. Record Attendance and Guests

C. Call the Meeting to Order

Teri Harrison called a meeting to order on Tuesday Jun 4, 2019 at 9:00 AM.

II. Ice Breaker

A. Problem / Solution

The staff was asked to write what they think is the biggest challenge Menlo faces. Then they were asked to provide solutions for that challenge. Answers were shared anonymously with the group. Summary of answers divided into 3 main areas, in order of priority based on number of responses:

1. Teamwork/Leadership:

- Teacher retention/satisfaction
- Communications (lack of confidentiality among staff->leadership, appearance of favoritism)
- Lack of consistency of expectations and follow through among all team members
- Lack of teamwork/shared vision for the organization
- Parent overempowerment - issue needs to be addressed with consistency
- Morale (staff & parents) - parent lack of involvement this year was a problem
- Leadership concerns
- Lack of congruence/alignment of all aspects of school

2. Program:

- Middle School schedule not optimal
- Curriculum - lack of vertical planning, consistent materials, reading & math, & technology plans
- Class sizes - in some cases groupings have exceeded defined max. size in policy
- Gifted professional development

3. Facility:

- Lack of enough sensory areas for twice-exceptional students
- Sound issues in some areas need to be addressed

- Lack of storage
- Lack of understanding on how to use spaces optimally/still no labels all year
- Lack of outdoor recreation equipment

III. Two Activities

A. 18-19 Goal Review

Staff were given a copy of the 2018-19 Objectives and Key Results-Summary. They were then asked to mark if they think the measures were met and to highlight their top 10 Objectives to keep for next year.
Top 10 Results (definitely include next year):

1. 3.2 - Diminish Board vs. Staff perceptions
2. 3.1 - Define consistent & cohesive communications
3. 2.3 - Substitute plans
4. 3.3 - Student culture positive and trusting
5. 2.2 - Master schedule
6. 2.12 - Define attributes of successful faculty members
7. 1.5 - Volunteer engagement program
8. 2.7 - Centers of Excellence defined
9. 4.2 - Master plan for campus
10. 2.6 - Faculty take first course towards gifted license

Following in order (consider inclusion next year):

- 3.5 - Leadership - pursue ED/HoS, strengthen committees
- 1.4 - update web site
- 4.1 - Develop organizational plan
- 2.1 - PD on space utilization
- 2.11 - Define student outcomes that demonstrate fidelity in program execution
- 4.3 - Define & communicate organizational priorities
- 2.10 - Program guide updated
- 2.5 - PD Plan for year set & communicated
- 2.4 - Electives developed
- 3.4 - Philanthropic culture

Minimal responses (don't include next year - either completed in 18-19 or no longer a priority):

- 1.6 - Target zip codes defined
- 1.3 - Operationalize EGOP
- 2.8 - Program reporting needs defined
- 2.9 - 18-19 program guide updated
- 1.2 - EGOP execution report framework
- 1.7 - Engage with CTA & CMSD

- 1.1 - EGOP updated

B. Skip Levels

The staff was broken up into 6 groups, each to have 15 minutes with board members in an open forum to ask questions and express their thoughts directly. The groups were divided to ensure a diverse range of teacher/staff experiences for each group.
Summary of areas to further explore and either correct or consider for SY19-20 goal areas:

- Volunteer engagement - concern for lack of parent involvement in carline, lunch/recess, electives
- Schedule - distribution of levels not appropriate last year
- Class sizes - ensure policy is followed for all groupings and that floor teaching assistants are shared among all teachers
- Gifted PD - need to review policy for reimbursement. Consider paying up front for at least first course. Interest in attending other conferences and implementing materials created for gifted learners.
- Schedule CPR and first aid training as required. Also medication administration as needed.
- Consider supplemental agreements for some stipend items such as the Resident Educator program. Getting stipends paid last year appeared to be a challenge and promises were made to teachers that weren't kept.
- Need a strong substitute solution. Last year had many days that weren't handled well.
- Consider student teachers - why don't we have them anymore?
- Lots of last minute changes, apparently on someone's whim. More consistency and communication.
- Rotate team leads so all voices are heard
- Manage parents - sometimes there is inappropriate communications that weren't addressed
- Training on how to use bell system - only a couple of people know how to use it. Consider removing bell system all together.
- Reset speaker system again and correct issues
- Get WiFi issues resolved
- Students on IEP and 504 plans - communicate to parents and self-identify
- PD & teacher leadership opportunities need to be shared fairly with all faculty members
- Address admin office space plan
- Correct PTO/Sick day tracking issues - lots of inaccuracies
- Organization of personnel files
- Health insurance increase was large last year - manage impact on staff members better going forward
- Correct curricular issues and misunderstandings among staff in middle school regarding alternating topics

- Students aren't getting all encores - some only 1 - schedule issue
- Second floor departmentalization
- More interactive TVs/OSMO/interactive tables (K/1) - SmartBoards not all functional
- Reconsider Middle school floor distribution - faculty preferred Math/Sci on 4 and LA/SS on 3.
- Get back lower school technology
- Lunch period overcrowding - manage noise levels and numbers. Consider replacing large tables with smaller ones.
- Conduct better drills and train more staff
- Security questions such as Barracuda on doors, emergency response team, fire hoses, etc. More ALICE training, alternative location, practice,
- Manage attendance issues for students who leave early every day (apparently to avoid carline?)
- Schedule did not function and needs corrected

IV. Finance & Enrollment

A. Finance Review

The 2020 preliminary budget was shared with the teachers and staff.

B. Marketing & Enrollment

The Enrollment Growth and Outreach Plan (EGOP) was shared with teachers and staff. Enrollment incentive opportunity explained.

V. Program Imperatives

A. Ability Grouping

Teachers discussed how ability/multi-aged grouping works on their floors.

B. Whole Child Centered

Teachers discussed how they make sure they are focusing on the Whole Child.

C. Innovative/student centered

Teachers discussed the innovative and student centered activities on their floors.

VI. Theme

A. School Year 19-20 Theme

Teachers brainstormed theme ideas for the 19/20 school year.

VII. Executive Session

A. Executive Session

Fraser Hamilton Sr made a motion to enter into Executive session to discuss the performance of a public employee.
Suzanne McFarland seconded the motion.
The team **VOTED** unanimously to approve the motion.

Roll Call	
Teri Harrison	Aye
Jeff Jaroscak	Absent
Suzanne McFarland	Aye
Carol Ryan	Absent
Fraser Hamilton Sr	Aye
Richard Hronek	Aye
Dave Massa	Absent

Entered into Executive session at 3:15 p.m.
Invited in was Susan Dornan, Dante Giancola, Cindy Wang, Stacy Stuhldreher.
Exited Executive session at 4:57 p.m.

VIII. Action Items

A. New Hire

Richard Hronek made a motion to hire Kendra Blackburn at an annual salary of $34,000 contingent on receiving her teaching license with an additional $2,000 if/when she receives her Master's Degree.
Fraser Hamilton Sr seconded the motion.
The team **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr made a motion to adjourn the meeting.
Richard Hronek seconded the motion.
The team **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:58 PM.

Respectfully Submitted,
Melissa McCarthy