APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Regular Meeting

Date and Time
Thursday June 16, 2022 at 6:00 PM

Location
Virtual Meeting
https://meet.google.com/bqx-niry-mqu

OUR MISSION: Menlo Park Academy is a public school that nurtures gifted children through an exemplary program and rewarding experiences which develop the whole child.

Directors Present
Dante Giancola (remote), Susan Dornan (remote), Suzanne McFarland (remote), Teri Harrison (remote), Tiffany Randle (remote)

Directors Absent
Melissa Picone

Guests Present
Allison Lentz (remote), Becky Karkoff (remote), Betty Svoboda (remote), Brandi Larsen (remote), Carol Ryan (remote), Cary Wentzel (remote), Catherine D'Cruz (remote), Chandra Lubben (remote), Chris Staats (remote), Jarmila Alanez (remote), Jeff Zaye (remote), Jeffrey Willis (remote), Jen Abbas de Jong (remote), Jennifer Riffle Stockdale (remote), Jeremiah Tangen (remote), Latha Ess (remote), Madhurima Mallik-Banerjee (remote), Nicole Shedden (remote),

Sarah Grady (remote), Sarah O'Bryan (remote), Sh'Annon Caldwell (remote), Shruti Aring (remote)

I. Opening Items

A. Call the Meeting to Order

Teri Harrison called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Jun 16, 2022 at 6:02 PM.

B. Record Attendance and Guests

C. Certification of Notice of Meeting

Ms Susan Dornan certified that meeting was publicly posted.

II. Public Participation

A. Public Comments

Ms. Latha Ess inquired when communication about students who qualified for HS math will be sent to parents. Requested information sent to parents as soon as possible.
Ms. Jen Abbas DeJong asked if Spanish 2 will be offered this upcoming academic year.

III. Meeting Minutes

A. Approve Minutes - 5/25/22 Special Meeting

Dante Giancola made a motion to approve the minutes from 5/25/2022 Board Special Meeting on 05-25-22.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes-5/19/2022 Regular Meeting

Tiffany Randle made a motion to approve the minutes from 5-19-2022 Board Meeting on 05-19-22.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor's Report

A. Sponsor's Report

Ms. Allison Lentz provided the sponsor report. Data and certification of Emergency Safety plan is due by July. All public meetings to be in person starting July 1, 2022. May not meet 11.6 goal for growth as goal was written as 10% growth. This may have been an

unrealistic goal for gifted children who already perform above standards. No red flags on sponsor financial review.

V. Treasurer's Report

A. Treasurer's Report

Mr. Jeff Zaye reviewed June FTE and foundation payments as presented. Revenue is currently over budget. The state revenue was over budgeted and did not include the student wellness funds. Expenses were more than budgeted due to salaries, increase in professional development fees, and field trips.

B. May Financials

Susan Dornan made a motion to acknowledge receipt of May financial report as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Education Report

A. Education Director's Report

Ms. Sh'Annon Caldwell stated summer tutoring program is going well. Interviews to hire teacher positions, instructional aides and interventional specialists continue. Meetings with Enrollment and SEL departments to plan for meet and greets, supply drop off and summer and 2023 events, including Camp NuHop for incoming 6th graders. The plan is for houses/teams to return to Menlo this year. Communication will be sent to those parents who qualified for high school courses for the upcoming school year. Professional Development for August 2022 being planned.

VII. Enrollment & Advancement Report

A. Enrollment & Advancement Report

Mrs. Carol Ryan reported that enrollment is down in grades K-1 and 6% overall. A Menlo Jr enrollment/new student event is taking place on June 25th. She would like to reinstate the WPPSI test for ages 4-6 gifted identification. The WISC is the current test in use. Information regarding the test was included in the board packet for review. WPPSI is not included in the ODE approved gifted identification tests. She is looking to use WPPSI for verbal assessment. Dr. Suzanne McFarland recommended that Mrs. Ryan put a proposal together and submit to ODE.

B. Niche Package Update

Dante Giancola made a motion to authorize Carol Ryan to execute agreement with Niche.com for complete package pending Board review of agreement.

Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Admission Testing Qualification

Suzanne McFarland made a motion to table admission testing qualification.
Susan Dornan seconded the motion.
see comments regarding WPPSI above.
The board **VOTED** unanimously to approve the motion.

D. Bridge Mural

Susan Dornan made a motion to authorize Carol Ryan to present mural plans for W 53rd St bridge to Cleveland Building Dept.
Dante Giancola seconded the motion.
If mural approved by city, plans to start mural work in mid-August.
The board **VOTED** unanimously to approve the motion.

E. Facility Rental

Dante Giancola made a motion to authorize lease of building based on application presented for STEM camp.
Susan Dornan seconded the motion.
Pending check with MPA liability coverage to ensure this is covered as long as Menlo staff present and making sure its going as attended.
The board **VOTED** unanimously to approve the motion.

F. SchoolMint Re-Enrollment Agreement (Authorization)

Susan Dornan made a motion to engage with School Mint to purchase reenrollment package at a cost of $4526.00.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Operations Report

A. Monthly Report

Mr. Chris Staats reported there were 2 safety drills in May. Panic button was tested and found to be functioning as designed. An asset inventory is currently being completed to update documentation from 2018.

B. Monthly Enrollment Verification

Susan Dornan made a motion to acknowledge receipt of monthly enrollment verification.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Board Reports

A. Program Excellence

Dr. Suzanne McFarland stated she would like to establish a PEC schedule with cyclical agenda items for the 22-23 academic year.

B. Finance & Audit

Ms. Tiffany Randle discussed the committee needs to work with treasurer on some gaps to make sure they are understanding and reflecting appropriately. Wants all to be aware that we have a significant deficit for next year.

C. Task Forces

Ms. Tiffany Randle discussed the Safety Task Force meetings will be on Wednesdays in two different teams. There was a lot of parent participation. The Diversity task force will be starting the week of June 20, 2022 on Tuesdays. The DEI task force update included that Carol Ryan provided contacts in order to partner with other schools for DEI.

D. Advancement

No updates in addition to Enrollment and Advancement report provided by Ms. Carol Ryan earlier in the meeting.

E. Leader Search

Ms. Suzanne McFarland stated an internal candidate will be recommended to fill position of Principle. Announcement to MPA Community will be forthcoming.

X. Resolutions for Consideration- Academic & Compliance

A. Online Assessment Tool

Dante Giancola made a motion to authorize Sh'Annon Caldwell to execute agreement with Riverside Insights as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Total Education Solutions Agreement

Dante Giancola made a motion to authorize Sh'Annon Caldwell to authorize agreements as presented with Total Education Solutions.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. SEL Services

Dante Giancola made a motion to approve Contract for Counseling and Consulting Services at Menlo Park Academy for the 2022-2023 School Year.
Susan Dornan seconded the motion.
Ms. Harrison requested a quarterly report and annual summary of services provided by Dr. Rimm and Dr. Brewer.
The board **VOTED** unanimously to approve the motion.

XI. Resolutions for Consideration- Operations

A. Copy/Print Services

Dante Giancola made a motion to authorize Chris Staats to enter into agreement with Meritech as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. META Solutions ITC Contract FY23

Susan Dornan made a motion to authorize Sh'Annon Caldwell to execute agreement with Meta Solutions as presented.
Tiffany Randle seconded the motion.
Current proposal has a 3.5% price increase
The board **VOTED** unanimously to approve the motion.

C. TEQ Lease Termination and Buyout

Dante Giancola made a motion to authorize a payment of $2400 on July 1, 2022.
Susan Dornan seconded the motion.
The board authorized termination and buyout of Chromebooks. Payment will be July 1, 2022 in exchange for the 325 devices to close the agreement.
The board **VOTED** unanimously to approve the motion.

D. Rescind Blended Learning Declaration

Suzanne McFarland made a motion to authorize Sarah O'Bryan to rescind Blended Learning Declaration.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Resolutions for Consideration- Talent

A. T3 Stipends

Susan Dornan made a motion to pay stipends for Washington D.C. and Dearborn trips as presented and 6/4/2022 Testing.
Dante Giancola seconded the motion.

Friendly amendment to motion to remove Dr. R. Hronek and Ms. Phyllis Alford as they are not eligible for stipends.
Stipends for trips ($200 per person)to be paid to:
Washington D C:
Allison Noga
Frank O'Grady
John Cycyk
Kyle Green
Kelly Whitaker

Dearborn:
Dan Pernod
Ania Martínez

Testing ($100 per person):
Kristin Barnes
Julie Cronin
Kelly Whittaker

The board **VOTED** unanimously to approve the motion.

B. New Hires

Suzanne McFarland made a motion to hire Amy Huber as a teacher for an annual salary of $37,500.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Susan Dornan made a motion to hire Ariana Miller as a counselor for an annual salary of $42,000.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Suzanne McFarland made a motion to approve Jessica Wilcox as Dean of Curriculum and Instruction at an annual salary of $58,500.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Resignations

Susan Dornan made a motion to acknowledge receipt of the resignation of Mr. Doug McGregor effective 5/17/2022.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Susan Dornan made a motion to acknowledge receipt of resignation of Leah Strejek effective 5/31/2022.
Dante Giancola seconded the motion.

The board **VOTED** to approve the motion.
Dante Giancola made a motion to acknowledge receipt of resignations of Chelley Hopson, Jeanette Louis and Jennifer Wooley effective 7/31/2022.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Annual Merit Increases-Admin Staff

Susan Dornan made a motion to approve staff merit increases as presented with the exception of Mallik-Banerjee, Madhurima.
Dante Giancola seconded the motion.
Pannell, Dave $49,250
Hilliard, Bob $20.26/hour
Bartel, Sarah $20.20/hour
Ryan, Carol $72,720
Ingraham, Jennifer $51,250
Chiclowe, Clari $37,904

The board **VOTED** unanimously to approve the motion.
Susan Dornan made a motion to approve new annual salary fo $47,500 for Madhurima Mallik-Banerjee.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Job Descriptions

Tiffany Randle made a motion to approve job descriptions as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIII. Old Business

A. Board Onboarding

Ms. Teri Harrison discussed that meetings are to be set up for onboarding. Ms. Harrison requested engagement from all board members to assist with onboarding.

B. Management Agreement

Ms. Sarah O'Bryan stated that revisions to Accel Management agreement requested by Board are pending.
Susan Dornan made a motion to table vote on Accel Management Agreement until discussions on term length and service agreement are finalized.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIV. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into Executive Session to discuss performance of a public employee. Allison Lentz and Sarah O'Bryan invited in to Executive Session In to Executive Session at 7:48pm Out of Executive Session at 9:01pm.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Tiffany Randle	Aye
Dante Giancola	Aye
Teri Harrison	Aye
Suzanne McFarland	Aye
Susan Dornan	Aye
Melissa Picone	Absent

XV. New Hire

A. Principal

Suzanne McFarland made a motion to hire Ms. Phyllis Robinson as Principal at an annual salary of $75,000.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

XVI. Closing Items

A. Adjourn Meeting

Dante Giancola made a motion to adjourn meeting.
Suzanne McFarland seconded the motion.
The board **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 9:03 PM.

Respectfully Submitted,
Susan Dornan