APPROVED

Menlo Park Academy Governing Board

Minutes

Board Working Session

Date and Time
Thursday August 4, 2022 at 6:00 PM

Location
Menlo Park Academy
2149 W. 53rd Street
Cleveland, OH 44102

Directors Present
Shruti Aring, Susan Dornan, Suzanne McFarland, Teri Harrison, Tiffany Randle, Twana Rogers

Directors Absent
Geoffrey Belanger

Guests Present
Carol Ryan, Jessica Wilcox, Nicole Sheddan, Phyllis Robinson, Sh'Annon Caldwell

I. Opening Items

A. Record Attendance and Guests

B. 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 Aug 4, 2022 at 6:00 PM.

II. Action Items

A. New Hires

Susan Dornan made a motion to hire Wendi Kurpik as an office coordinator at $20/hour.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Susan Dornan made a motion to hire Pamela Rita Nelson as an office coordinator at $20/hour.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Twana Rogers made a motion to contract with Sarah Bartel to help with onboarding and transition of office staff at an hourly rate of $20/hour up to 20 hours a week.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Before & After Care Program

Susan Dornan made a motion to to approve new Edison Club billing plan.
Shruti Aring seconded the motion.
10% of Edison Club billings going upaid. Current prices already extremely discounted (50% lower) compared to other schools, YMCA. With inflation rates, need to make sure program is self-funding. Discussed possibility of increasing to $165 for all day with a $5/month discount if on autopay or if paid full year in full.
The board **VOTED** unanimously to approve the motion.

C. Cleaning

Susan Dornan made a motion to authorize Dave Pannel to execute agreements with Cleveland Corporate Cleaning for 3 different cleaning quotes.
Shruti Aring seconded the motion.
Reminder that MPA is tax exempt, should not have to pay tax.

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

D. Meal Program

Tiffany Randle made a motion to authorize purchase of POS from Foods Services solutions as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to authorize Phyllis Robinson to execute agreement with Innovation Foods as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

E.

Program Delivery Standards

Tiffany Randle made a motion to approve Program Delivery Standards as presented with friendly amendments to remove language that MPA will keep advisory leader, but rather will intend to keep advisory cohorts in grades 6-8. Also need to remove that advisories will be grouped by gender.
Shruti Aring seconded the motion.
Discussed learning space titles, will keep titles the same but continue to same concepts. Will keep language regarding intercession in document.
The board **VOTED** unanimously to approve the motion.

F. Curricular Material Needs

Potential additional needs for math, science & SS. Also subscription to Edmentum for online courses. Will have details and quotes available for the regular meeting. Nothing to approve for tonight.

G. PT Staffing

Tiffany Randle made a motion to extend timeframe for part-time workers through 8/9.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Health and Safety

Shruti Aring made a motion to approve COVID Safe Return Plan and Staff Procedures.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to approve the MPA Illness and Communicable Disease Procedures.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to approve revised 410 Head Lice policy.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to acknowledge review of policy 413 Peanut and Other Food Allergies.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. 2022-23 Objectives & Key Results

Susan Dornan made a motion to approve 2022-2023 Objectives and Key Results as presented with friendly amendment to replace Obj 3 text with: We are a school community that values professionalism, inclusion, transparency and acceptance. School leadership should always focus on developing staff in a manner that supports open

communication and constructive engagement at all levels; never losing sight of the school's vision and mission.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. 2022-23 School Year Start

A. Readiness Plans

- Assigned students for ability groupings based on test scores for math and ELA
- PD starts on 8/10, will discuss learning space expectations based on PDS
- Inventory items reviewed
- Student storage being discussed, adjusted hooks on floor to accommodate size of backpacks.
- Tentative evaluation schedule created for the year
- PD topics determined through December, awaiting feedback from teachers for rest of year
- Houses and advisors assigned

B. Parent-Student Handbook

Carol Ryan shared the draft of the Parent-Student Handbook for the year. Please provide any comments/questions to her prior to next regular board meeting, when we will vote on adopting it.

IV. New Business

A. Conference

Discussed potential attendance at the NAGC conference.

V. Old Business

A. Meals

Suzanne McFarland made a motion to charge $2.00 for breakfast and $5.50 for lunch service.
Tiffany Randle seconded the motion.
Prices from the vendor increased significantly.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

Shruti Aring made a motion to adjourn the meeting.
Tiffany Randle 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 8:52 PM.

Respectfully Submitted,
Susan Dornan