APPROVED

Menlo Park Academy Governing Board

Minutes

Board Working Session

Date and Time
Thursday October 6, 2022 at 6:00 PM

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

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

Directors Absent
None

Guests Present
Jennifer Ingraham, Kaitlyn Old, Madhurima Mallik-Banerjee, Phyllis Robinson (remote), Sh'Annon Caldwell (remote)

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 Oct 6, 2022 at 6:01 PM.

II. Action Items

A. Talent Items

Teri Harrison made a motion to hire Kaleigh Jozwiak as a teacher for $38,500 with start date of 9/26/2022 and end date of 12/16/2022.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to authorize gap pay using sick hours for Katie Theiss for the two weeks before her maternity leave started due to having the baby.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to change Jennifer Ingraham's base salary to $70,00 with an effective date of 9/22/2022 with 25 personal days.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to change Nicole D'Amico from a substitute teacher to a teacher and change her salary to $35,000 with a start date of 10/7/2022.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Professional Development

Teri Harrison made a motion to authorize Sh'Annon Caldwell to execute the agreement with Smart Training Now for a total amount not to exceed $1,925.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. House Program

Teri Harrison made a motion to table vote to adopt the House Program as presented until October 20th.
Geoffrey Belanger seconded the motion.
House program was discussed including questions and concerns regarding alignment with Program Delivery Standards.
The board **VOTED** unanimously to approve the motion.

D. 22-23 Event Calendar

2022 Event calendar reviewed as presented.

E.

Knowledge Management Platform

Ms. Shruti Aring presented several options for knowledge management systems. Will continue to explore Slab as potential system for Menlo.

III. 22-23 OKRs + Goals

A. Prioritization

The results of the board member's Goal and OKR prioritization survey completed. Those OKRs that scored lower priorities were paused for current school year.

IV. 22-23 Board Leadership

A. Board Officers & Committee Chairs

Susan Dornan made a motion to elect Teri Harrison as Chair of the Board.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to elect Tiffany Randle as Vice Chair of the Board.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to elect Susan Dornan as Secretary of the Board.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to elect Geoffery Belanger as Treasurer of the Board.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to elect Shruti as Co-Chair of the Program Excellence Committee.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to elect Geoffrey Belanger as Chair of the Finance and Audit Committee.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to elect Susan Dornan as Chair of the Health and Safety Task Force.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to elect Suzanne McFarland as Co Chair of the Program Excellence Committee.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

Teri Harrison made a motion to elect Tiffany Randle as Chair of the Diversity, Equity and Inclusion Committee.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to elect Twana Rogers as Chair of Advancement Committee.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. New Business

A. Prospect/Enrollment Software

Teri Harrison made a motion to approve use Final Forms for school forms for a cost not to exceed $4,700.
Shruti Aring seconded the motion.
Final Forms will align with PowerSchool.

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

VI. Old Business

A. Management Services

Action Item: Tiffany and Teri will meet with Sarah O'Bryan to discuss the consulting agreement and invoices. They will have a vote on the table at the board meeting on October 20, 2022.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:33 PM.

Respectfully Submitted,
Susan Dornan