APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Meeting

Date and Time
Thursday August 18, 2022 at 6:00 PM

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

Directors Present
Geoffrey Belanger, Susan Dornan, Suzanne McFarland, Teri Harrison, Tiffany Randle

Directors Absent
Shruti Aring, Twana Rogers

Guests Present
Allison Lentz, Carol Ryan, Catherine DeCruz, Chandra Lubben, Ernest Cruz, Gva Lum, Kaitlyn Old, Latha Srinivasan, Lilah Zautner, Lynn Lubben, Michelle Spasic, Phyllis Robinson, Sh'Annon Caldwell (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 Aug 18, 2022 at 6:05 PM.

B.

Record Attendance and Guests

C. Certification of Notice of Meeting

II. Public Participation

A. Public Comments

Catherine D'Cruz spoke spoke for herself as a past Menlo Park
Academy parent as well as other parents who have recently withdrawn. She reported their concerns about the school and delay of union filing.

III. Sponsor's Report

A. Sponsor's Report

Given by Allison Lentz. There will be no school visit in August, it will begin in September. Offering PD book study for board members and it will be coming to email. This can be on your own or you can collaborate with others. There was a regular meeting with the treasure with no red flags to report.

IV. Treasurer's Report

A. Treasurer's Report

Treasurer's Report - Given by Teri Harrison for Dave Massa

B. July Financials

Teri Harrison made a motion to acknowledge receipt of July 2022 financial report.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Education Report

A. Education Director's Report

Sh'Annon Caldwell reported that school leadership is preparing for the start of school on August 24, 2022.

VI. Enrollment & Advancement Report

A. Enrollment & Advancement Director Report

Given by Carol Ryan.

Uploaded the Enrollment 2022-2023 Data Spreadsheet. Floors are near capacity and there is an 82% reenrollment rate.

(Still) Seeking approved list of potential “Fund-A-Need” for back-to-school items such as science kits, student storage units, rugs, etc. GIG Grant Update: Submission ready for Construction Grant via GIG. Kelly Fisher to present to teachers on Friday, August 19, and return and present to Board in September.

Enrollhand will do analytical work and marketing. Jenn is working with them to have appropriate access.

VII. Operations Report

A. Monthly Report

Meal Services and transportation ready for start of school year.

Additional lighting requested for Edison Club. Operations to work with Dave Pannel to order lighting.
Procare training with Madurhima is set.

VIII. Board Reports

A. Program Excellence

Dr. Suzanne McFarland reported that the goals for PEC will include monitoring and gathering evidence for each major activity.
PEC to also work on gathering data from test scores and compare to prior years.

B. Finance & Audit

Tiffany Randle: Currently transitioning treasurer services to Dave Massa.

C. Health & Safety

Health and Safety: Tiffany Randle

The task force that was meeting every week to discuss general health and safety will continue throughout the school year to keep the conversation going. Staff is going over health and safety on Monday. If anyone wants to join the health and safety committee - let Tiffany know. Information will go out to join in emails.

Susan Dornan: CDC updated their COVID guidelines. They removed the recommendation to cohort and removed testing for high risk activities. They also removed the recommendation to quarantine. The CDC added detailed information on when you can remove mask for testing positive. In the health and safety meeting, the team recommends: Keeping mask on for full 10 days since symptoms started. If there is a positive case on floor, that communication sent home and recommend to follow CDC exposure guideline.

Teri Harrison made a motion to Accept CDC Covid recommendation changes for the 2022-2023 Safe Return Plan.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Health and Safety is now a Task Force. A new committee was put into place and will be Diversity and Conclusion.

D. Advancement

Looking to get this committing going again by working with Jerry Kest. Please see the draft of the Development Plan - not approving yet.

E. Board Officers & Committees

Electing Board Officers and Committee Chairs. Reaching out to the community about joining committees

Jerry Kest will follow up with fundraising details.

IX. Resolutions for Consideration- Academic & Compliance

A. SEL Services

Teri Harrison made a motion to authorize SEL services from Dr. Rimm for a total maximum of $82,000 a year.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Curriculum Materials

Teri Harrison made a motion to approve purchase of products from Phonics In Motion for $4,490.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to authorize to Sh'Annon Caldwell to sign and approve Studies Weeklies for $1703.90.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to approve purchase of materials and licensing through TCI with cost not exceeding $19,310.50.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Services Agreement

Teri Harrison made a motion to authorize Shannon Caldwell to execute agreement with PSI for additional services.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Resolutions for Consideration- Finance

A. FY2023 Budget

Teri Harrison made a motion to approve FY23 budget summary as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Resolutions for Consideration- Operations

A. Policy Updates

Teri Harrison made a motion to approve policy updates as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 22-23 Family Handbook

Teri Harrison made a motion to approve the 2022-2023 Parent/Student Handbook as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. 22-23 Organization Chart

Teri Harrison made a motion to approve the 2022-2023 organization chart as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Resolutions for Consideration- Talent

A. New Hires

Teri Harrison made a motion to hire Nahun Lagos as Spanish Teacher for $45,000 annually.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to hire Deborah Zeffren as Operations Director for an annual salary of $95,000.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to add Kaleigh Jozwiak to daily substitutes list for $120 a day.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resignations

Teri Harrison made a motion to acknowledge resignation of Carol Ryan with an effective date of August 31st.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to acknowledge the resignation of Christa Rice with an effective date of July 29, 2022 resulting in professional misconduct due to resigning late and will be penalized $2,500.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to acknowledge the resignation of Shannon Jakubcak with an effective date of August 8, 2022 resulting in professional misconduct due to resigning late and will be penalized $2,500.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to acknowledge the resignation of Dan Pernond with an effective date of August 9, 2022 resulting in professional misconduct due to resigning late and will be penalized $2,500.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to acknowledge the resignation of Kelly Whittaker with an effective date of August 9, 2022 resulting in professional misconduct due to resigning late and will be penalized $2,500.

Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to acknowledge the resignation of Lindsey Macey with an effective date of August 15, 2022 resulting in professional misconduct due to resigning late and will be penalized $2,500.
The board **VOTED** unanimously to approve the motion.

C. Tuition Reimbursement Request

No motion made. No discussion.

D. Gifted Endorsement Salary Increase

Teri Harrison made a motion to increase Ashley O'Malley and Rachel Schlosser's base salary by $2,000.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIII. New Business

A. Fee Waiver Requests

No motion made to waive penalty fee for late resignation for Brittany Harraman and Dan Pernod.

XIV. Executive Session

A. Executive Session

Teri Harrison made a motion to move into Executive Session to discuss compensation of a public employee.
Suzanne McFarland seconded the motion.
Into Executive Session at 8:29pm
Allison Lentz and Sarah O'Bryan invited into Executive Session
Executive Session exited at 9:13pm
The board **VOTED** unanimously to approve the motion.

Roll Call

Teri Harrison	Aye
Suzanne McFarland	Aye
Tiffany Randle	Aye
Shruti Aring	Absent
Geoffrey Belanger	Aye
Susan Dornan	Aye
Twana Rogers	Absent

XV. 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 9:15 PM.

Respectfully Submitted,
Susan Dornan