



Menlo Park Academy Governing Board

Minutes

Regular Meeting

Date and Time

Thursday September 22, 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

Directors Absent

Tiffany Randle, Twana Rogers

Guests Present

Allison Lentz, Beth Gray (remote), Carla Shober (remote), Chandra Lubben (remote), Christy Peterson (remote), Deborah Zeffren, Doug Thompson (remote), James McQueery (remote), Jennifer Ingraham, Jessica Wilcox, Joe Loyd (remote), Kaitlyn Old, Kelly Fisher, Kyle Green (remote), LJ Baird (remote), Latha Srinivasan, Madhurima Mallik-Banerjee (remote), Michele Spasic (remote), Nicole Shedden, Nowakowski (remote), Phyllis Robinson, Rachel Schollosser (remote), Rachel Tangen (remote), Renee Dornan (remote), Ryan Fisher (remote), Samuel Klonowski (remote), Sarah O'Bryan (remote), Sh'Annon Caldwell

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 Sep 22, 2022 at 6:02 PM.

B. Record Attendance and Guests

C.

Signed by Teri Harrison on 4/21/2023

Certification of Notice of Meeting

Susan Dornan certified meeting was publicly posted.

II. Public Participation

A. Public Comments

Parent Nicole Shedden shared concern that noise level in cafeteria is excessively loud. She encouraged the board to consider sound mitigation options including sound panels.

Latha Srinivasan shared that Curriculum Night should have a virtual option for parents who work and that it is during dinner time.

Latha Srinivasan expressed opinion that 8th grade students would likely prefer to not have classroom parties as they are focusing on coursework.

III. Meeting Minutes

A. Meeting Minutes 7-7-2022 Working Session

Teri Harrison made a motion to approve the minutes from Board Working Session on 07-07-22.

Susan Dornan seconded the motion.

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

B. Meeting Minutes 7-21-2022 Regular Meeting

Teri Harrison made a motion to approve the minutes from Regular Meeting on 07-21-22.

Susan Dornan seconded the motion.

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

C. Meeting Minutes 7-30-2022 Board Retreat

Teri Harrison made a motion to approve the minutes from Board Retreat on 07-30-22.

Susan Dornan seconded the motion.

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

D. Meeting Minutes Working Session 8-4-2022

Teri Harrison made a motion to approve the minutes from Board Working Session on 08-04-22.

Susan Dornan seconded the motion.

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

E. Meeting Minutes-8/12/22 Special Meeting

Teri Harrison made a motion to approve the minutes from Special Meeting on 08-12-22.

Susan Dornan seconded the motion.

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

F. Meeting Minutes-8/18/22 Regular Meeting



Signed by Teri Harrison on 4/21/2023

Teri Harrison made a motion to approve the minutes from Regular Meeting on 08-18-22.

Susan Dornan seconded the motion.

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

G. Meeting Minutes-9/1/22 Working Session

Teri Harrison made a motion to approve the minutes from Board Working Session on 09-01-22.

Susan Dornan seconded the motion.

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

IV. Sponsor's Report

A. Sponsor's Report

Allison Lentz from ESC of Lake Erie West Community Schools Center presented the sponsor update.

- Julie Kadri, Operations Team Leader, sent information on the book study that ESCLEW is offering for governing authority members. Please reach out to her if you have any questions.
- In the live binder on the ESCLEW website there is information on School Safety Compliance Requirements to use as a reference for staff.
- Formal site visits begin this month. The following items are the items that are being reviewed: Building Walk – Through, Emergency Drill Log, Fall Assessments, Master Instructional Calendar, PBIS Reading Improvement Plans, Staff Training for State Assessments, TBT Meeting Schedule / Members, Testing Calendar Review, Threat Assessment Team Members to be in place by March.
- Talked about compliance with Deborah Zeffren and went over emergency drill laws and safety drills.
- Our Financial consultant Linda Moye holds a monthly phone meeting with the school's treasurer, a completed report of this meeting is emailed to all board members. At this time, there were no red flags discussed.

V. Treasurer's Report

A. Treasurer's Report

Mr. Massa was not present for meeting. The financials were in the board packet for review prior to the meeting.

B. August Financials

Teri Harrison made a motion to approve August Financials.

Susan Dornan seconded the motion.

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

VI. Education Report

A. Education Director's Report

Sh'Annon Caldwell presented the Education Director's Report



Signed by Teri Harrison on 4/21/2023

- NWEA MAP Fall assessments were administered K-8.
- Master Schedule implemented daily.
- WEP's (Written Education Plan) are underway.
- Teachers will be presented with opportunities for professional development workshops and conferences some to be sponsored by the OAGC.
- Encore classes are confirmed and in the implementation phase.
- Staffing: We hired 4-5 Humanities teacher. We will continue to post for a MS Science teacher. We have 4 building subs hired to assist with absences to be fully functional the week of 10/3.
- Parent Curriculum Night will be on September 29th, from 5:00-7:00 pm.
- MS Field trip Cleveland Art Museum in relation to an ongoing lesson on Ancient Civilization on September 30th

Goals for the next 2 weeks:

1. Finalize all hiring
2. Finalize Professional Development for October.
3. Parent Curriculum Night
4. WEP completion
5. PowerSchool Access for families

Event calendar reviewed. House program being planned that will incorporate school culture and school events. Further review of house program to occur at next working session.

B. Principal's Report

Phyllis Robinson presented the Principals Report.

- Field Trips: September & October
- Curriculum Night on September 29, 2022
- High School Night on October 27th at 5:00 to 7:00 p.m. at Menlo Park Academy
- Trunk or Treat Oct 29, 2022

Not having virtual club fair - Posting on ParentSquare and let them know when they can sign up for clubs

The SEL department is working on new student intake review, student observations, small group counseling sessions, lunch bunch pairings, Whole group/small group executive functioning skills training and have established the procedures for one on one counseling sessions.

Menlo Park Academy's House program will be introduced to the teachers this week and rolled out to students by October 3, 2022. This program is designed to give the students a sense of family and comradery amongst the teams. It is also a point system where Houses can compete with each other to gain prizes and develop team building skills.

Plans for curriculum night reviewed. Ms. Caldwell stated she will supply a virtual link for Curriculum Night for families as well as posting the information on ParentSquare the next day.

VII. Operations Report

A.



Signed by Teri Harrison on 4/21/2023

Monthly Report

Ms. Deborah Zeffren presented the Operations Report. Ms. Zeffren and the leadership team are working with the Sponsor to review annual compliance items and ensure deadlines are met. Facilities updates provided. Food services are in progress and the Free and Reduced Lunch program requirements are being completed. Staff completed training on safety and security with additional training forthcoming through the year. Two fire drills have been completed. Technology update provided including new chargers ordered and additional phone lines are needed. ACCEL is working with staff to resolve PowerSchool function issues.

VIII. Enrollment & Advancement Report

A. Monthly Report

Jennifer Ingraham presented the Enrollment and Advancement Report as presented.

Enrollment

- Total Enrollment: 526
- Withdraws: 6 since beginning of the year

Admissions

Events & Activities for September were reviewed, including NEOParent STEM at Science Center. Tours are ongoing as well as info sessions.

Advancement

- Annual Fund Appeal: Goal of \$30,000, start in September 2022 Need to recruit an Annual Fund (AF) volunteer chair and members and develop a timeline.
- Working out issues with the Little Greenlight Program: accessibility, deduping data
- Stollers Fundraising: postponed until spring for Annual Appeal launch

Volunteer Program

- Will present in October

B. GIG Grant Update

Kelly Fisher gave an updated and detailed report about the status of the Green Infrastructure Grant. Presentation in board packet. Grant awards announced in November.

IX. Board Reports

A. Program Excellence

Dr. McFarland reported that she is in process of reviewing the PEC charter. She would like to complete an assessment of overarching PEC goals and activities.

B. Finance & Audit



Signed by Teri Harrison on 4/21/2023

Ms. Harrison stated committee has been working on the transition to the new Treasurer, Dave Massa, with Sarah O'Bryan.

C. Health & Safety

Ms. Dornan reported that there was a pending meeting of the task force the following week.

D. Advancement

Teri Harrison made a motion to approve the 2022-2023 Development Plan as presented.

Geoffrey Belanger seconded the motion.

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

E. 22-23 OKRs & Goals

Teri Harrison made a motion to approve pending revisions of the 2022-2023 OKR's and Goals with acknowledgement that the document is subject to change.

Geoffrey Belanger seconded the motion.

Staff to review and provide feedback by next working session.

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

F. 22-23 Board Officers and Committee Chairs

The Board Officer job descriptions and Committees were reviewed as presented.
Board members to review and complete survey by next working session.

X. Resolutions for Consideration- Academic & Compliance

A. Updated 22-23 School Calendar

Teri Harrison made a motion to update the school calendar as presented.

Shruti Aring seconded the motion.

Moving February 15th Teacher In Service Day to February 27th

Moving March 3rd Teacher In Service Day to February 28th

All teachers will participate in the Ohio Association for Gifted Children Professional Development at Menlo Park Academy

Also moving Intersession to the week before spring break instead of after due to conflict with state assigned testing dates.

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

B. 22-23 Clubs

Teri Harrison made a motion to approve the list of clubs as presented.

Shruti Aring seconded the motion.

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

C. Science Curriculum Materials

Teri Harrison made a motion to approve the science Savaas Learning Company quote as presented.

Susan Dornan seconded the motion.

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



Signed by Teri Harrison on 4/21/2023

XI. Resolutions for Consideration- Finance

A. Cyber Insurance - Althans Insurance

Teri Harrison made a motion to table Cyber Insurance.
Geoffrey Belanger seconded the motion.
The board feels they don't have enough information to approve this
The board **VOTED** unanimously to approve the motion.

XII. Resolutions for Consideration- Operations

A. NSLP- School Compliance Consulting

Teri Harrison made a motion to authorize Deborah Zeffren to sign the school compliance consulting contract for Menlo Park for amount not to exceed \$6,000.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Wellness Policy

Teri Harrison made a motion to acknowledge the Wellness Policy as presented.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. OHIO USDA CHILD NUTRITION PROGRAMS PERMANENT AGREEMENT

Teri Harrison made a motion to approve Deborah to execute the Ohio USDA Child Nutrition Program Permanent Agreement.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIII. Resolutions for Consideration- Talent

A. Job Description-Marketing, Enrollment & Engagement

Teri Harrison made a motion to approve the job description for Director of Marketing, Enrollment and Engagement.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 22-23 Organization Chart

Teri Harrison made a motion to approve revised organizational chart as presented.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. New Hires

Teri Harrison made a motion to hire Grace Booth as the 4-5 ELA teacher for \$39,000 a year.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to approve Darla Lawrence for Edison Club Staff at \$17.50 an hour.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.



Signed by Teri Harrison on 4/21/2023

Teri Harrison made a motion to hire Brittney Holliday as a building substitute for \$30,000.

Susan Dornan seconded the motion.

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

Teri Harrison made a motion to authorize payment for Jessica Wilcox, Nicole DiAmico and Erin Peters for the \$500 referral bonus for staff members.

Susan Dornan seconded the motion.

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

D. Staff Salary

Teri Harrison made a motion to approve the daily pay of building substitute, Kaleigh Jozwiak, to \$190 a day.

Susan Dornan seconded the motion.

The motion did not carry.

Bereavement Pay: Shuomei Hu

No motion made.

E. Resignations

Teri Harrison made a motion to approve Sean Wheeler's resignation.

Shruti Aring seconded the motion.

Mr. Wheeler left the school building on 8.30.22 without prior notice.

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

F. Gifted Endorsement Salary Increase

Teri Harrison made a motion to increase Kristen Barnes base salary by \$2000 because she achieved her gifted endorsement.

Suzanne McFarland seconded the motion.

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

G. Office Coordinator - Contractor

Teri Harrison made a motion to take the recommendation to increase Sarah Bartel's hours to 30/week and increase her base pay to \$23/hour for 3 months.

Geoffrey Belanger seconded the motion.

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

H. Misconduct Reporting

Educator Misconduct reporting acknowledged by the board for S. Jakubczak, C. Rice, L. Macey, S. Wheeler, K. Whittaker, and D.Pernod.

XIV. Executive Session

A. Executive Session

Susan Dornan made a motion to move to Executive Session to discuss the performance of a public official.

Shruti Aring seconded the motion.

Inviting Allison Lentz

Entered into Exec Session at 9:01pm

Exited Exec Session at 9:55pm

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



Signed by Teri Harrison on 4/21/2023

Roll Call

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

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 9:55 PM.

Respectfully Submitted,
Susan Dornan

A handwritten signature in blue ink that reads "Teri Harrison". The signature is written in a cursive, flowing style.

Signed by Teri Harrison on 4/21/2023