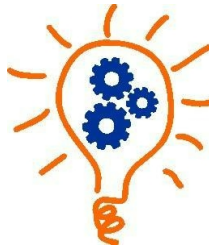


APPROVED



Menlo Park Academy Governing Board

Minutes

Regular Meeting

Date and Time

Thursday October 20, 2022 at 6:00 PM

Location

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

Virtual link: meet.google.com/tuf-hydd-xuc

Directors Present

Geoffrey Belanger, Shruti Aring, Susan Dornan, Suzanne McFarland (remote), Teri Harrison (remote), Tiffany Randle, Twana Rogers

Directors Absent

None

Directors who arrived after the meeting opened

Twana Rogers

Guests Present

Allison Lentz, Deborah Zeffren (remote), Jennifer Ingraham, Kaitlyn Old, Phyllis Robinson (remote), Sh'Annon Caldwell (remote)

I. Opening Items

A. Call the Meeting to Order

Signed by Teri Harrison on 4/21/2023

Tiffany Randle called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Oct 20, 2022 at 6:02 PM.

B. Record Attendance and Guests

C. Certification of Notice of Meeting

Susan Dornan confirmed meeting was publicly posted.

II. Public Participation

A. Public Comments

Mr. Lake asked about plans to improve teacher retention.

III. Meeting Minutes

A. Meeting Minutes 9-22-2022 Regular Meeting

Tiffany Randle made a motion to approve the minutes from Regular Meeting on 09-22-22.

Geoffrey Belanger seconded the motion.

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

B. Meeting Minutes 10-06-2022 Working Session

Tiffany Randle made a motion to approve the minutes from Board Working Session on 10-06-22.

Geoffrey Belanger seconded the motion.

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

IV. Sponsor's Report

A. Sponsor's Report

Ms. Allison Lentz presented her report.

The ESCLEW will be offering a virtual Sunshine Laws and Open Meeting training with our attorney, Adam Shira, on October 22nd from 9:00-11:30am that will meet the yearly requirement for all board and leadership staff members.

This year's contract 11.6 goal template has been released and the school will be required to complete new goals for this year, including a new board goal. The due date for goal submission will be Friday, November 4th.

The school's Local Report Card data has been released by the ODE. You will notice many changes including a change from letter grades to stars (3 stars=proficiency).

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. If you have any questions regarding your school's financials, we encourage you to reach out to your treasurer.



Signed by Teri Harrison on 4/21/2023

The September Site Visit included a review of: Monthly and yearly Safety and Emergency Drills, PBIS, Reading Improvement Plans, Fall Benchmark Testing Progress and Results, Ohio State Test Training, Yearly Testing Calendar, Threat Assessment Teams, Master Instructional Calendar and TBT Meetings. A building walkthrough was completed with no safety hazards to report.

At the October Site Visit a classroom observation in Math and Reading was conducted to ensure the school is following their Education Plans and that they are up to date. We also reviewed current student enrollment, the Emergency Drill Log, Fall Assessments, Kindergarten Readiness Assessments, the Resident Educator Program, Teacher and Administration Evaluation Process, Third Grade State Testing and 11.6 Performance Framework Goal Setting.

V. Treasurer's Report

A. Treasurer's Report

Financials reviewed.

B. September Financials

Tiffany Randle made a motion to acknowledge review of the September 2022 Financials as presented.

Geoffrey Belanger seconded the motion.

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

C. 5-Year Forecast Update

Susan Dornan made a motion to table 5 Year Forecast Update.

Geoffrey Belanger seconded the motion.

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

D. 22-23 Budget Update

Susan Dornan made a motion to table 22-23 budget update.

Geoffrey Belanger seconded the motion.

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

VI. Education Report

A. Education Director's Report

Ms. Sh'Annon Caldwell presented her report.

Program

- Flexible ability groups : Teachers have used the NWEA MAP data to form flexible grouping for Math and ELA.

Ms. Susan Dornan asked when the NWEA Map Data will be presented and Ms. Caldwell said next month.

Professional Development plan was reviewed.

- External Opportunities: Two teachers and Director attended the OAGC conference this week.



Signed by Teri Harrison on 4/21/2023

Ms. Tiffany Randle asked which teachers went to the conference? Ms. Old told her Rachel Schlosser and Doug Thompson from the first floor.

B. Principal's Report

Ms. Phyllis Robinson presented her report.

Current Enrollment: 514

- The SEL department will host “Coffee with Counselors” once a month for parents that have concerns and questions about their student’s social emotional wellbeing.
- Field Trips:
 - November 4, 2022 K/1 Peter Rabbit
 - December 1, 2022 K/1 Lake Farm Park
 - December 6, 2022 2/3 Lake Farm Park

Upcoming Events:

- High School Night on October 27, 2022 at 5:00 – 7:00
- Menlo Park Academy Trunk or Treat on October 29, 2022

Twana Rogers arrived at 6:34 PM.

VII. Operations Report

A. Monthly Report

Ms. Deborah Zeffren presented her report.

Food Services

- School Compliance Consulting have been hired to assist with the NSLP application and process. Application will be in by 10/15/22. Have analyzed the meal patterns, its expenses and revenues and continues to watch it carefully. Board discussion is recommended for this topic.

Safety & Security

- Drills
 - Fire Drill- 8/31/22 Evacuation time: 9:25
 - Fire Drill- 9/15/22 Evacuation time: 7:49
- Lockdown and evacuation drill scheduled for Wednesday, October 19. Our local precinct participated in reviewing the plan

Carline

- Leadership is proposing that we contract with Pik My Kid to help with the carpool line. The cost is \$3,750 for full dismissal automation. Please see attached contract.

B. Monthly Enrollment Verification Report



Signed by Teri Harrison on 4/21/2023

Tiffany Randle made a motion to approve Monthly Enrollment Verification Report for October.

Twana Rogers seconded the motion.

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

C. Let's Talk Report

Ms. Tiffany Randle shared how Let's Talk has been going.

Since the beginning of the school year, there have been 1,600 dialogues. They are being handled and closed quickly.

Menlo's Customer Service Score is a 8.4/10 falling in the Good Service Provider Category.

Customer Type - 77% Parent/Guardian

Dialogue Type - 52% Questions

Top Topic - Absence/Late Drop Off

Ms. Susan Dornan asked if staff communicate with each other or administration through Let's Talk. Ms. Randall does not believe so.

VIII. Enrollment & Advancement Report

A. Monthly Report

Ms. Jennifer Ingraham presented her report.

ENROLLMENT

- Re-Enrollment will start in November for the next school year. It will close in December and re open in January again.
- Little Green Light - Ms. Ingraham asked the board if she should mail out (costing about \$800) or send electronically. The board agreed to send electronically and if she is not getting the response needed, then switch to mailing.
- The board asked if Ms. Ingraham is doing exit interviews with families as they withdraw and she stated that she is, but if they chose to fill it out is on them

ADVANCEMENT

Grants Awarded: \$500 Kids Run the Nation grant from RRCA (Road Runners Club of America) This applies to the MPA Runners Club financial needs

IX. Board Committee Reports

A. Program Excellence

Tiffany Randle made a motion to approve to pay Sara Brown \$1,455.00 related to the 2021-2022 Annual Survey.

Geoffrey Belanger seconded the motion.

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

B. Finance & Audit

C.



Signed by Teri Harrison on 4/21/2023

Health & Safety

Ms. Susan Dornan presented her report. Administration is in the process of forming a team of leadership and staff to attend the CSTAG training with ECSLEW

Parents are requesting to start the COVID Dashboard again. Ms. Dornan asked Ms. Ingraham to please have Mr. Jerry Kest put new cases reported in the Weekly Digest. Ms. Robinson also sends out a notice when cases are reported as well.

The committees next meeting will discuss Medication Safety and Preparation for Field Trips and coming up with a process to share with Ms. Robinson.

Ms. Dornan asks that the school staff please encourage hand washing of staff and students and asking parents to keep sick children at home because it is going to be a rough year for respiratory infections.

D. Advancement

Ms. Twana Rogers presented her report.

Ms. Rogers is looking to set up a meeting with Ms. Ingraham to discuss how they can help each other with enrollment and retention as she has begun here research.

E. Diversity, Equity, and Inclusion

Ms. Tiffany Randle presented her report.

She stated that this committee hasn't had a meeting since the summer task force. They are getting ready to re-set up the committee and their first initial item is to go over the common language and Menlo's statements.

X. Resolutions for Consideration- Finance

A. Ohio School Boards Association

Tiffany Randle made a motion to approve Tiffany Randle to sign for Menlo Park Academy becoming an affiliate member of Ohio School Boards Association.

Shruti Aring seconded the motion.

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

XI. Resolutions for Consideration- Operations

A. Pik My Kid

Twana Rogers made a motion to table Pik My Kid for discussion at later point due to budget concerns.

Susan Dornan seconded the motion.

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

B. E-Rate

Tiffany Randle made a motion to authorize Deborah Zeffren to execute the E-Rate agreement as presented in the amount of \$2,300.

Susan Dornan seconded the motion.

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

C.



Signed by Teri Harrison on 4/21/2023

Sounds Panels

Tiffany Randle made a motion to table approval of additional acoustic panels until further data is provided.

Susan Dornan seconded the motion.

Ms. Deborah Zeffren is contacting both companies to get information on if they guarantee that the sound will be reduced and how.

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

XII. Resolutions for Consideration- Talent

A. New Hires

Tiffany Randle made a motion to move Susan Patrick from building sub to teacher for \$35,000.

Susan Dornan seconded the motion.

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

Tiffany Randle made a motion to move Aida Garcia from an aide to a building substitute subject to obtaining her sub license.

Shruti Aring seconded the motion.

She submitted her application

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

Tiffany Randle made a motion to amend Kaleigh Jozwiak's contract with a new end date of December 2, 2022.

Shruti Aring seconded the motion.

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

B. Resignations

Tiffany Randle made a motion to acknowledge the resignation of Grace Booth effective October 7, 2022.

Geoffrey Belanger seconded the motion.

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

Tiffany Randle made a motion to acknowledge the resignation of Jennie Amodio effective September 26, 2022.

Susan Dornan seconded the motion.

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

C. FY22 CQC Bonus

Tiffany Randle made a motion to authorize payment of the CQC bonuses as presented: 1. Kristin Barnes - \$1,500 2. Rena Gardin - \$1,500 3. Ashley O'Malley - \$1,500 4. Kenra Santos - \$1,500 5. Rachel Schlosser - \$1,500 6. Doug Thompson - \$3,000.

Geoffrey Belanger seconded the motion.

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

D. Misconduct Reporting

Mrs. Caldwell will ensure that the professional misconduct for late resignations is reported to the Ohio Department of Education.

E. Testing Stipends

Tiffany Randle made a motion to approve the \$100 testing stipend for Julie Cronin and Betty Svoboda .

Susan Dornan seconded the



Signed by Teri Harrison on 4/21/2023

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

F. Job Description Updates

Tiffany Randle made a motion to approve the updates to the job description for Volunteer and Events Coordinator but keeping the 26 hours per week.

Twana Rogers seconded the motion.

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

Tiffany Randle made a motion to to approve the updates to the job description for Development and Communications Coordinator but keeping the 26 hours per week.

Geoffrey Belanger seconded the motion.

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

XIII. Executive Session

A. Executive Session

Tiffany Randle made a motion to enter into executive session to discuss the employment of a public employee.

Susan Dornan seconded the motion.

Inviting in Ms. Sh'Annon Caldwell, Ms. Phyllis Robinson and Ms. Allison Lentz.

Executive session entered at 8:41pm and exited at 9:01pm

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

Roll Call

Suzanne McFarland Aye

Shruti Aring Aye

Susan Dornan Aye

Twana Rogers Aye

Teri Harrison Aye

Tiffany Randle Aye

Geoffrey Belanger Aye

Susan Dornan made a motion to enter into executive session to discuss the employment of a public employee.

Tiffany Randle seconded the motion.

Ms. Allison Lentz invited into executive session.

Entered into exec session at 9:01pm and exited executive session at 9:57pm.

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

Roll Call

Suzanne McFarland Aye

Teri Harrison Aye

Twana Rogers Aye

Susan Dornan Aye

Shruti Aring Aye

Tiffany Randle Aye

Geoffrey Belanger Aye

XIV. Closing Items

A. Adjourn Meeting

Tiffany Randle made a motion to adjourn meeting.

Susan Dornan 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



Signed by Teri Harrison on 4/21/2023

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