



Menlo Park Academy Governing Board

Minutes

Regular Meeting

Date and Time

Thursday November 17, 2022 at 6:00 PM

Location

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

The regular meeting of MPA's governing board will be held on Thursday, November 17, 2022 at Menlo Park Academy, 2149 W. 53rd Street, Cleveland, OH 44102. Meeting dates and times are posted in several places in building as well as online. We will endeavor to enable virtual attendance, when possible, at this meeting link – <https://meet.google.com/bqx-niry-mqu>.

Directors Present

Geoffrey Belanger, Shruti Aring, Susan Dornan (remote), Teri Harrison, Tiffany Randle

Directors Absent

Suzanne McFarland, Twana Rogers

Guests Present

Allison Lentz, Deborah Zeffren, Jennifer Ingraham, Jessica Wilcox, Joe Loyd (remote), Kaitlyn Old, Latha Srinivasan (remote), Nicole Shedden (remote), Phyllis Robinson, Sarah O'Bryan (remote), Sh'Annon Caldwell (remote), Shwetambari Gulhane (remote)

I. Opening Items**A. Call the Meeting to Order**

Signed by Teri Harrison on 4/21/2023

Teri Harrison called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Nov 17, 2022 at 6:04 PM.

B. Record Attendance and Guests

C. Certification of Notice of Meeting

II. Public Participation

A. Public Comments

No public comments

III. Meeting Minutes

A. Meeting Minutes 10/20/2022 Regular Meeting

Teri Harrison made a motion to table the October 20, 2022 meeting minutes.
Shruti Aring seconded the motion.
The board **VOTED** to approve the motion.

IV. Sponsor's Report

A. Sponsor's Report

Ms. Allison Lentz presented her report:

The Fall 2022 Community School Contract Modification was emailed out this week.

It is important the schools stay on top of their progress of the 11.6 goals.

The education plan of the school should be a detailed explanation of the academic program the school is using.

Updated annual performance reports will be sent out showing the removal of the chronic absenteeism goal.

The 2021-2022 Educational Service Center of Lake Erie West's Community Schools Center Sponsor Annual Report is required to be posted to the schools' websites by November 30, 2022 to serve as notification to parents of students enrolled at each school.

During the November visit all items were marked as compliant or as in progress for follow up in December.

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.

B. Modification 14 - Fall 2022

The Fall modification will be reviewed, updated, and approved at the December work session

A handwritten signature in blue ink that reads "Teri Harrison". The signature is fluid and cursive, with the first name "Teri" and last name "Harrison" clearly distinguishable.

Signed by Teri Harrison on 4/21/2023

V. Treasurer's Report

A. Treasurer's Report

Dave Massa not present to give a report. The report was included in the board packet.

B. October Financials

Teri Harrison made a motion to approve the October 2022 financials.
Tiffany Randle seconded the motion.
The board **VOTED** to approve the motion.

C. 5-Year Forecast Update

Teri Harrison made a motion to delegate the approval of the 5 year forecast to the finance and audit committee.
Geoffrey Belanger seconded the motion.
The board **VOTED** to approve the motion.

D. 22-23 Budget Update

Teri Harrison made a motion to approve the 2023 budget update as presented.
Geoffrey Belanger seconded the motion.
The board **VOTED** to approve the motion.

VI. Education Report

A. Education Director's Report

Sh'Annon Caldwell reviewed highlights virtually from the Director's Report that was included in the board meeting packet. The board requested the data in the floor grouping document to be updated with identification of grade, floor and subject.

B. Principal's Report

Phyllis Robinson reviewed highlights from the Principal's Report that was included in the board meeting packet. She wanted to highlight how the SEL department is supporting our PBIS program by pushing into the classroom with giving support to students and teachers with strategies for non-bullying, self-awareness, emotional regulation and providing activities for "World Kindness Day" and "Friendsgiving Day".

VII. Operations Report

A. Monthly Report

Deborah Zeffren provided highlights for the monthly operations report that was included in the board packet. She will follow up with the board about the sound panels.

B. Monthly Enrollment Verification Report

Teri Harrison made a motion to approve Monthly Enrollment Verification Report for November.
Tiffany Randle seconded the motion.
The board **VOTED** to approve the motion.



Signed by Teri Harrison on 4/21/2023

VIII. Enrollment & Advancement Report

A. Monthly Report

Jennifer Ingraham provided highlights from her report included in the board packet. The school was awarded the \$250,000 GIG Grant. The Annual Appeal letter is ready for the board to review.

Ms. Harrison requested data on withdrawals and reasons for withdrawals from July 2022-current date. Could there be a follow up survey to send out?

There is a conflict with the December board meeting date so Ms. Harrison will send a Doodle out to the board for rescheduling options.

IX. Board Committee Reports

A. Program Excellence

Excellence Shruti Aring shared that the PEC is working with the team on the 11.6 goals to update and resubmit to the ESCLEW for approval.

B. Finance & Audit

Geoffrey Belanger shared that the committee is working on the budget and a schedule for future meetings that will be one week prior to the regular board meeting.

C. Health & Safety

Susan Dornan shared that the committee reviewed the field trip procedures and updates were made to the document.

Teri Harrison made a motion to approve changes to field trip procedures as presented.

Tiffany Randle seconded the motion.

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

D. Advancement

No updates

E. Diversity, Equity, and Inclusion

No updates

X. Resolutions for Consideration- Academic & Compliance

A. Annual Review: Special Education Policies & Procedures for the 2022-2023

Teri Harrison made a motion to acknowledge review of Special Education Policies & Procedures.

Tiffany Randle seconded the motion.

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

B. Annual Review: #105 Policy Governing Conduct of Academic Prevention/Intervention Services

Teri Harrison made a motion to acknowledge review #105 Policy Governing Conduct of Academic Prevention/Intervention Services



Signed by Teri Harrison on 4/21/2023

Shruti Aring seconded the motion.
The board **VOTED** to approve the motion.

C. Review: #111 Policy on Career Advising

Teri Harrison made a motion to acknowledge review #111 Policy on Career Advising.
Geoffrey Belanger seconded the motion.
The board **VOTED** to approve the motion.

D. EMIS Representative Designation

Teri Harrison made a motion to officially name Diane Smith as the EMIS representative for FY 23.
Tiffany Randle seconded the motion.
The board **VOTED** to approve the motion.

XI. Resolutions for Consideration- Finance

A. FY23 Treasurer Services

Teri Harrison made a motion to authorize Teri to execute agreement as presented.
Geoffrey Belanger seconded the motion.
The board **VOTED** to approve the motion.

XII. Resolutions for Consideration- Operations

A. Fence Repair

Teri Harrison made a motion to authorize Deborah Zeffren to execute proposal with Independence Fence Company to fix the fence.
Tiffany Randle seconded the motion.
The board **VOTED** to approve the motion.

B. School Lunch Program

Teri Harrison made a motion to authorize Deborah Zeffren to execute agreement with the Food Bank.
Shruti Aring seconded the motion.
Deborah Zeffren presented the options for the school lunch program moving forward.
The board **VOTED** to approve the motion.

C. Operations Manager Job Description

Teri Harrison made a motion to approve Operations Manager job description as presented.
Tiffany Randle seconded the motion.
The board **VOTED** to approve the motion.

D. Snow Clearing Service

Teri Harrison made a motion to authorize Deborah Zeffren to execute agreement for snow removal and ice control.
Shruti Aring seconded the motion.
The board **VOTED** to approve the motion.

XIII. Resolutions for Consideration

A.



Signed by Teri Harrison on 4/21/2023

New Hires

Teri Harrison made a motion to approve Katherine Snitzer as a teacher for annual salary of \$41,000 plus \$2,000 signing bonus.

Shruti Aring seconded the motion.

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

B. Resignations

Teri Harrison made a motion to accept resignation of Madhurima Mallik Banerjee effective December 2, 2022.

Geoffrey Belanger seconded the motion.

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

C. Professional Misconduct Reporting

Deborah Zeffren to follow up with Madhurima Mallik Banerjee

D. Field Trip Stipends

Teri Harrison made a motion to approve the stipends as Teri Harrison explained.

Shruti Aring seconded the motion.

\$100 per night they spent at the field trip

Stacy Raymond: \$200

Ariana Miller: \$100

Jessica Wilcox: \$200

Phyllis Robinson: \$200

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

XIV. Resolutions for Consideration-Marketing, Enrollment, & Development

A. SchoolMint

Teri Harrison made a motion to authorize Jennifer Ingraham to execute agreement with School Mint with a cost not exceed \$3,300.

Shruti Aring seconded the motion.

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

B. Winter Concert Venue

Teri Harrison made a motion to approve authorize Jennifer Ingraham to execute agreement with Lakewood Civic Auditorium as presented with a cost not to exceed \$2,500.

Tiffany Randle seconded the motion.

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

C. NEO Parent

Teri Harrison made a motion to authorize Jennifer Ingraham agreement with NEO parent magazine with a cost not exceed \$11,000.

Tiffany Randle seconded the motion.

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

D. Admissions Testing Stipend

Teri Harrison made a motion to approve Julie Cronin \$100 for administering testing.

Shruti Aring seconded the m



Signed by Teri Harrison on 4/21/2023

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

XV. Old Business

A. School Lunch

An additional discussion was held regarding the lunch program. The school will provide pizza on Monday 11/21 and the students have a Thanksgiving potluck on 11/22.

XVI. Executive Session

A. Executive Session

Teri Harrison made a motion to move to executive session to enter into to discuss the performance of an employee at 8:22pm.

Shruti Aring seconded the motion.

Inviting in Allison Lentz

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

XVII. 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 9:56 PM.

Respectfully Submitted,
Teri Harrison

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