APPROVED

Menlo Park Academy Governing Board

Minutes

Quarterly Strategic Planning Session

Date and Time
Saturday January 28, 2023 at 9:00 AM

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

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

Directors Absent
None

Directors who arrived after the meeting opened
Twana Rogers

Guests Present
Carl Wagner, Jennifer Ingraham, Jessica Esway, Phyllis Robinson

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 Saturday Jan 28, 2023 at 9:10 AM.

II. Culture

A. School Culture

Discussion of current successes and opportunities to strengthen school culture within the building and school community.

III. Communications

A. Communications and Image Building

The group discussed ways to improve open and transparent communication amongst the leadership team, school staff and community.

IV. Action Items

A. Spanish Materials

Tiffany Randle made a motion to authorize the purchase of Spanish materials from Engage for a cost not exceed $3500.00.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. 2022-23 Objectives & Key Results

A. Objective 1: Grow Enrollment

Jennifer Ingraham led a discussion about current status of enrollment goals, including retention and reinrollment. The team discussed ways for the enrollment and education team to collaborate to improve student and staff retention and enrollment.

Twana Rogers arrived at 11:27 AM.

B. Objective 2: Elevate Educational Program

Discussion of current status of PD and opportunities for improvement. Program fidelity including curriculum documentation, program delivery evaluation, enrichment and encore program status reviewed. Program Delivery Standards document updated before this school year, reviewed with team. Program Guide review to start for next school year. Program delivery evaluation reporting needs and ideas discussed. Education team to update field trips/experiences calendar and report on offered electives. Clubs are in progress with Clubs Procedure recently approved.

C. Objective 3: Strengthen Culture

A video recording by Deb Zeffren, Director of Operations, was shared. The video updated on current operations tasks, culture initiatives, and knowledge management plans. Jennifer Ingraham reported on current state of Let's Talk implementation and opportunities to increase uploads to knowledge base. No changes in current social media avenues. Fundraising needs discussed including potential Spring fundraiser. Volunteer program reviewed including tracking of volunteer hours.

D. Objective 4: Build Organizational Structures

Education team to provide input in leadership development plan for school leaders. Regular staff meetings and admin/senior leadership meetings are taking place on a regular place.

VI. Initiatives

A. Health & Safety Task Force

Susan Dornan and Phyllis Robinson reviewed current status of SAFE Student Act requirements. Team reviewed policies related to severe allergies and epi-pens. Information regarding approved items for purchase using safety grant monies provided and feedback requested.

VII. 90-Day Priorities

A. Enrollment Growth

Discussion tabled to allow time for discussion of immediate needs following leadership transition.

B. Program

Discussion tabled to allow time for discussion of immediate needs following leadership transition.
Discussion tabled to allow time for discussion of immediate needs following leadership transition.

C. Culture

Discussion tabled to allow time for discussion of immediate needs following leadership transition.

D. Organizational Structure

Discussion tabled to allow time for discussion of immediate needs following leadership transition.

VIII. 2023-24 Planning

A.

2023-24 Planning

Discussion surrounding leadership transition and immediate needs of the education team, including hiring needs and teacher support.

IX. Closing Items

A. Adjourn Meeting

Susan Dornan made a motion to adjourn meeting.
Tiffany Randle 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 meeting was adjourned at 3:45 PM.

Respectfully Submitted,
Susan Dornan