APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Meeting

Date and Time
Thursday January 19, 2023 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, January 19, 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, Teri Harrison, Tiffany Randle, Twana Rogers (remote)

Directors Absent
Suzanne McFarland

Guests Present
Allison Lentz, Amber Tripphahn (remote), Chandra Lubben, Chandra Lubben (remote), Deborah Zeffren, Elizabeth Dimmock (remote), Erin O'Brien (remote), Eva Lum (remote), Jeffrey Sugalski,

Jennifer Ingraham (remote), Jessica Esway, Joe Loyd (remote), Julia Stephens, Kaitlyn Old, Kurt Aey, Latha Ess (remote), Nicole Shedden, Phyllis Robinson, Sarah O'Bryan (remote), Sh'Annon Caldwell

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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 Jan 19, 2023 at 6:05 PM.

B. Record Attendance and Guests

C. Certification of Notice of Meeting

Susan Dornan verified that meeting was publicly posted.

II. Public Participation

A. Public Comments

No public comments

III. Meeting Minutes

A. Meeting Minutes 11/3/22 Working Session

Teri Harrison made a motion to approve the minutes from Board Working Session on 11-03-22.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Meeting Minutes Regular Board Meeting 12/14/2022

Teri Harrison made a motion to approve the minutes from Regular Board Meeting on 12-14-22.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor's Report

A. Sponsor's Report

Allison Lentz provided the sponsor report. She discussed that each school’s contract with ESCLEW requires general liability insurance (at least $1 million per occurrence and $3 million in aggregate), excess orumbrella policy extending coverage as primary coverage

for at least $5 million, directors and officers liability and errors and omissions coverage (at least $1 million
per occurrence, not claims-made coverage), and property insurance. Proof of insurance to be turned in yearly.

During the December site visit Allison reviewed student general files for compliance as well as reviewed updates on academic progress on winter benchmark testing and Reading Improvement Plans. During the January site visit she reviewed student discipline and PBIS.
There were no red flags on the financial review with Linda Moye.

V. Treasurer's Report

A. Treasurer's Report

Treasurer's report was in board packet reviewed prior to the meeting. No additional discussion.

B. December Financials

Teri Harrison made a motion to acknowledge receipts of the December 2022 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 reviewed the Director's report as presented. RIMC plans will serviced in grades two and three by Mrs. Maskin. K-1 will be responsible for carrying out reading intervention to identified students. Mrs. Maskil's caseload was reduced based on the SPED calculator to all for her support of RIMPS. Curricular materials are being ordered to replace those used thus far in year. Field Trips are planned and current on event calendar. Teacher evaluations planned to start the first week of February.

B. Principal's Report

Ms. Robinson reviewed the Principal's report as presented. There have not been any suspensions since the December Regular meeting. Edison Club is hiring additional staff. Spelling bee will be in January. Middle school dance scheduled for 2/15.

C. Reading Improvement Plan

Removed from the agenda as approved at previous meeting.

VII. Operations Report

A.

Monthly Report

Operations team working well. Hiring and resignations on agenda for approval.
Food service with The Daily going well. MPA is working out supply issues with vendor.
Audits going on-NSLP audit going on. FTE audit happening 2/28/2023 and NSLP audit is scheduled for 2/13/2028. Board members inquired about location of Edison Club and requested a check on the internet connection at the basement back door.

B. Monthly Enrollment Verification Report

Teri Harrison made a motion to acknowledge receipts of Monthly Enrollment Verification Report for January.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Enrollment & Advancement Report

A. Monthly Report

The Enrollment and Advancement report was reviewed as presented. Enrollment and reenrollment reviewed. There are scheduled monthly kindergarten readiness information sessions. There is a kindergarten open house in March. Fundraising updates were shared. Press release on GIG award was in Freshwater Cleveland Magazine and social media postings. Winter Benefit raised $23,022.49. Annual Appeal Update will start in January. Stoller fundraising will occur February 24-March 13. Valentines parties for k-5-parent volunteers to come in.

IX. Board Committee Reports

A. Advancement

Committee planning to meet on the Tuesday before every board meeting. Complete debrief of the winter benefit tabled until full board can be in on it--will review at the session on 1/28. Twana working on finalizing charter.

B. Diversity, Equity, and Inclusion

Ms. Randle inquiring about ODE international teacher exchange programs and cultural exchange programs.

C. Finance & Audit

The committee has a weekly meeting with Dave Massa and Sarah O’Bryan. Sarah O’Bryan shared that they are looking into a benefits transition.

D. Health & Safety

The Community School Threat Assessment training is complete for team for all but 2 members, both who are scheduled in January and February. A review of the CSTAG training will be presented at the strategic session in January. Deb Zeffren is working on getting estimates on items to consider for safety and security grant monies.

E. Program Excellence

The committee had a discussion regarding intersession that was included in the Education Team report. The committee made updates to the club/organization policies and 11.6 goals.

X. Resolutions for Consideration- Academic & Compliance

A. OAGC 2023 Virtual Teacher Academy

Teri Harrison made a motion to authorize the expenditure for $6,250 OAGC 2023 Virtual Teacher Academy.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Annual Review of Special Education Policies and Procedures

Teri Harrison made a motion to acknowledge review of Special Education Policies and Procedures.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Resolutions for Consideration- Operations

A. Vector Solutions

Teri Harrison made a motion to renew the contract with Vector Solutions for compliance training.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Annual Review of Policy 148.6, Credit Cards.

Teri Harrison made a motion to acknowledge review of Credit Card Policy.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Resolutions for Consideration- Talent

A. New Hires

Susan Dornan made a motion to hire Heather Barlow as a full time building sub for $30,000 start date effective January 23 or when background check criteria completed.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to hire Joseph Timko as a teacher for an annual salary of $49,000 with $2,000 sign on bonus with start date January 23.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to hire Sandra Naffah as a teacher for an annual salary of $45,000 with $2,000 Sign On Bonus .
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to hire Luis Perez as a part-time teacher at an hourly rate of $75 per hour for a max of 5 hours her week.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to hire Avery Bussey for Edison at an hourly rate of $17.50 starting 1/23/23.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resignations

Teri Harrison made a motion to accept resignation of Amy Huber effective December 20, 2022.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to accept resignation Nahun Lagos effective January 4, 2022.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

A. Stipend for Admissions Testing Administration

Tiffany Randle made a motion to authorize payment of $100 testing stipend to J. Cronin, K. Barnes, M. Vidakovic, and S. Patrick as presented.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Referral Program for Parents and Staff

Tiffany Randle made a motion to approve Referral Program for Parents and Staff as presented.
Shruti Aring seconded the motion.

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

XIV. Old Business

A. Club Procedures

Shruti Aring made a motion to approve Club Procedures as presented.
Tiffany Randle seconded the motion.
T. Harrison requested club sponsor should be a staff member and edits be made to procedures regarding behavior to reflect behavior expectations in the program delivery standards.
The board **VOTED** unanimously to approve the motion.

B. 11.6 Goals

11.6 Goals previously discussed and approved. Discussion with Kurt Aey regarding the language of the goals not aligning with the mission of MPA. Mr. Aey discussed possible edit to the wording in future contract goals.

XV. New Business

A. Board Member Resignation

Susan Dornan made a motion to acknowledge receipt of the resignation of Dr. Suzanne McFarland from the MPA Board of Directors.
Shruti Aring seconded the motion.
The board would like to express deep appreciation to Dr. McFarland for her many years of service and contribution to the school.
The board **VOTED** unanimously to approve the motion.

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

Susan Dornan made a motion to authorize executive committee members to take employment actions including hiring or termination without prior board approval.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

XVI. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into executive session to discuss the performance of a public employee.
Susan Dornan seconded the motion.
Kurt Aey, Allison Lentz, and Sarah O'Bryan invited into executive session
Entered into executive session at 8:16pm. Out of executive session at 9:10pm.
The board **VOTED** unanimously to approve the motion.

XVII. Closing Items

A. Adjourn Meeting

Shruti Aring 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 9:13 PM.

Respectfully Submitted,
Susan Dornan