APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Wednesday December 14, 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 Wednesday, December 14, 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, Tiffany Randle, Twana Rogers

Directors Absent
Suzanne McFarland, Teri Harrison

Directors who arrived after the meeting opened
Twana Rogers

Guests Present
Allison Lentz, Deborah Zeffren, Jennifer Ingraham, Jessica Esway, Kaitlyn Old, Nicole Shedden, Sarah O'Bryan (remote), Sh'Annon Caldwell

I. Opening Items

A. Call the Meeting to Order

Tiffany Randle called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Wednesday Dec 14, 2022 at 6:01 PM.

B. Record Attendance and Guests

C. Certification of Notice of Meeting

S. Dornan certified meeting was publicly posted.

II. Public Participation

A. Public Comments

Nicole Shedden expressed her desire for additional communication regarding staffing changes and plans.
Twana Rogers arrived at 6:03 PM.

III. Meeting Minutes

A. Meeting Minutes 10/20/2022 Regular Meeting

Tiffany Randle made a motion to approve the minutes from Regular Meeting on 10-20-22.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Meeting Minutes 11/17/22 Regular Meeting

Tiffany Randle made a motion to approve the minutes from Regular Meeting on 11-17-22.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor's Report

A. Sponsor's Report

A. Lentz reported that during the November site visit she completed a building walkthrough, three staff interviews, checked in on the progress of RIMPs, discussed the dissemination of the Local Report Card and use of the data, collected data on current suspensions, and reviewed safety compliance items. During the visit all items were marked as compliant or as in progress for follow up in December.

B. Modification 14 - Fall 2022

Tiffany Randle made a motion to approve Modification 14 for Fall 2022 as written.

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

C. 6.3 Charter Attachment - Education Plan

Tiffany Randle made a motion to approve charter attachment 6.3-Education Plan as presented (part of modification 14).
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. 11.6 Charter Attachment - Annual Goals

Tiffany Randle made a motion to table charter attachment 11.6-Annual goals.
Susan Dornan seconded the motion.
motion tabled until further discussion with sponsor.
The board **VOTED** unanimously to approve the motion.

V. Treasurer's Report

A. Treasurer's Report

B. November Financials

Shruti Aring made a motion to acknowledge receipt and review of the November 2022 financials as presented.
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 highlighted the report she submitted touching on Field Trips, flexible groupings and the next NWEA MAP testing dates.
Tiffany Randle made a motion to authorize the expenditure for professional development through Kent State University professors - 2 days for $2093.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Principal's Report

Ms. Jessica Wilcox highlighted from the Principal's Report for Ms. Robinson. She reviewed the Coffee With Counselors session and Edison Club staffing.

VII. Operations Report

A. Monthly Report

Ms. Zeffren reviewed potential food service contracts. Safety and Security still part of monthly professional development. Discussed drills (debrief) last professional development day.

B. Monthly Enrollment Verification Report

Tiffany Randle made a motion to acknowledge receipt of the Monthly Enrollment Verification Report for December.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Enrollment & Advancement Report

A. Monthly Report

Ms. Ingraham highlighted the enrollment and advancement report. Currently at 63.27% re-enrollment for next year as of right now. Team will plan a Kindergarten Open House.

Let's Talk - Teachers have reported not finding the tool conducive to their communications and parents are finding it helpful but complaining that staff aren't responding to their messages.

Ms. Randle recommends establishing some organization-wide rules for Let's Talk and she is willing to help set up training sessions.

IX. Board Committee Reports

A. Program Excellence

Ms. Aring reported that she is reviewing the charter with Dr. McFarland. PEC will be recommending future amendments to charter.

B. Clubs and Organizations Procedures

Tiffany Randle made a motion to approve the Clubs and Organizations Procedures as written.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Finance & Audit

Mr. Geoffrey Belanger had a meeting with Sarah O'Bryan and Dave Massa to formulate next steps and goals.

D. Health & Safety

December meeting will be canceled due to holiday. Health and Safety will be looking to recruit additional members in the new year.

E. Advancement

Ms. Twana Rogers is reviewing documentation and the charter.

F. Diversity, Equity, and Inclusion

X. Resolutions for Consideration- Academic & Compliance

A. Reading Improvement Plan

Susan Dornan made a motion to improve Reading Improvement Plan as presented.
Geoffrey Belanger seconded the motion.
Leadership and Board to review staffing model to accommodate RIMP.
The board **VOTED** unanimously to approve the motion.

B. Annual Unit Charter Agreement: Boy Scouts of America

Tiffany Randle made a motion to authorize Sh'Annon Caldwell to execute the Annual Unit Charter Agreement with the Boy Scouts of America.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Resolutions for Consideration- Operations

A. NSLP- Snap Gourmet Foods

Shruti Aring made a motion to table NSLP Snap Gourmet Foods contract.
Geoffrey Belanger seconded the motion.
Awaiting further information. Deferred to executive committee if needed.
The board **VOTED** unanimously to approve the motion.

B. NSLP Refrigeration

Shruti Aring made a motion to table vote for NSLP refrigeration.
Geoffrey Belanger seconded the motion.
Awaiting further information. Deferred to executive committee if needed.
The board **VOTED** unanimously to approve the motion.

C. Ohio School Behavioral Threat Assessment Model Policy and Protocol

Tiffany Randle made a motion to approve the Ohio School Behavioral Threat Assessment Model Policy and Protocol as uploaded.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Resolutions for Consideration- Talent

A.

New Hires

Tiffany Randle made a motion to hire Kawthar Amin as a Daily Substitute for a rate of $130/day.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to hire India Robinson for Edison Club at a rate of $17.50/hour.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to hire Carl Wagner as Operations Manager for an annual salary of $50,000.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resignations

Tiffany Randle made a motion to acknowledge receipt of Wendi Kurpik's resignation as Office Coordinator, effective December 10, 2022.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Daily Substitute Daily Rate

Tiffany Randle made a motion to change the Daily Substitute rate to $130/day.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIII. Old Business

A. Consulting Agreement

Susan Dornan made a motion to approve Teri Harrison to execute amended agreement with Accel.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.
Susan Dornan made a motion to authorize payment of 2 invoices totaling $53,500 to Accel Schools for services rendered in 2021-22.
Geoffrey Belanger seconded the motion.
26,750 per invoice.
The board **VOTED** unanimously to approve the motion.

XIV. Executive Session

A. Executive Session

Shruti Aring made a motion to enter into executive session to discuss the performance of a public employee.
Susan Dornan seconded the motion.
A roll call vote was taken. Allison Lentz was invited to join the executive session.
Entered at 8:40pm
Exited exec session at 9:20pm
The board **VOTED** unanimously to approve the motion.

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

XV. Closing Items

A. Adjourn Meeting

Susan Dornan made a motion to adjourn meeting.
Geoffrey Belanger 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 9:32 PM.

Respectfully Submitted,
Susan Dornan