APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Meeting

Date and Time
Thursday March 2, 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, March 2, 2023 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

Directors Absent
None

Guests Present
Allison Lentz, Betty Svoboda (remote), Deborah Zeffren, Doug Thompson (remote), Erica Stevenson (remote), Jeff Sugalski, Jennifer Ingraham, Jessica Esway, Joe Loyd (remote), Julia

Stephens, Kaitlyn Old, Michelle Hudak (remote), Phyllis Robinson, Sarah O'Bryan (remote), Tiarra Smith

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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 Mar 2, 2023 at 6:00 PM.

B. Record Attendance and Guests

C. Certification of Notice of Meeting

Confirmed that proper notice of the meeting occurred.

II. Public Participation

A. Public Comments

No public comments

III. Meeting Minutes

A. Meeting Minutes 1/28/23 Strategic Planning Session

Teri Harrison made a motion to approve the minutes from Quarterly Strategic Planning Session on 01-28-23.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Meeting Minutes - 1/19/23 Regular Meeting

Teri Harrison made a motion to approve the minutes from Regular Meeting on 01-19-23.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Meeting Minutes 1/5/2023 Working Session

Teri Harrison made a motion to approve the minutes from Board Working Session on 01-05-23.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor's Report

A. Sponsor's Report

Allison Lentz gave the Sponsor Update.

The Ohio Attorney General's FY23 School Safety Grant, or SSG grant for $2,500.00 or $5.50 per student, whichever amount is greater.

She will be visiting Menlo in March to review the 11.6

Board Goal - 75% attendance - Currently making progress

V. Treasurer's Report

A. Treasurer's Report

Sarah O'Bryan discussed that we are trending well and the actual numbers are better than the predicted. She stated that staff is our biggest cost and that the Facilities budget needs to be used for only critical items.

B. January Financials

Teri Harrison made a motion to acknowledge review of January financial statement.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Education Report

A. Program Report

Jessica Wilcox presented her report.

All students are still flexibly grouped based on Fall NWEA MAP data.
We have ordered a teacher guide and a student workbook for our Spanish 2 students.

Intersession Week is almost ready to go. Enrichment cluster topics have been shared with families and they have been signing their students up for the cluster of their choosing.

OST Testing: Week of April 3 -ELA
Week of April 10 - Math
Week of April 17 - 5th and 8th Science Only

Teacher evaluations have begun. Phyllis and Jessica are working on them.

PD Calendar Presented

B.

Principal's Report

Phyllis Robinson presented her report.

New Hires - discussed below during vote

PBIS Program for March: Respect

Fireside Chat topics - chromebook reissue, coffee with counselors and testing dates are some to name a few

Think Tank Topics - Teacher communication laking, teacher shortage, makerspace not being utilized?

Upcoming Field Trips discussed

Threat Assessment Team is formed and is meeting-in compliance

VII. Operations Report

A. Monthly Report

Deborah Zeffren gave her report.

All Chromebooks and chargers are now accounted for. MobileTech has a functional and accurate list of chromebook and chargers that they are tasked with maintaining.

During the NSLP audit, it was brought the Director of Operations attention that The Daily was out of compliance on several items. DO met with Magnolia CEO to discuss steps to rectify the situation

Director of Operations is working on securing quotes for biometric entry to school. DO is also securing quote for bullet proof glass for front office

There are multiple policy updates. They are listed and attached under the board resolution section of the board book

B. Monthly Enrollment Verification Report

Teri Harrison made a motion to approve February Monthly Verification Report.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Enrollment & Advancement Report

A. Monthly Report

Jennifer Ingraham presented the Enrollment and Advancement report.
A summer reading program for students is being planned.
Reviewing literature on benefits of volunteering and parent involvement in their child's school to present to community.

Grants team and Fundraising Team meetings started meeting weekly.

Annual Appeal Update
Goal: 90% participation by families
Goal: $25,000
Total to Date: $9,877

IX. Board Committee Reports

A. Advancement

Twana Rogers gave her report.

She has been dropping off flyers everywhere to try to get enrollment up. If anyone has any ideas where else to reach out to, let her know.

Please tell everyone donate to the Annual Fund

There is space in advance committee for anyone wants to join for bigger fundraisers. They are wanting to have a formal meeting

Twana asked if we do anything to recognize recurring donors - Jennifer let her know that Jerry sends something out to them.

Volunteering (nationally) has slowed down and people are interested.

Let’s Talk has improved and people are happy with the responses. Congrats leadership team

B. Diversity, Equity, and Inclusion

Add additional Holidays as seen on the calendar update

C. Finance & Audit

Nothing to report

D. Health & Safety

Susan Dornan presented her report.

Task force - rolling for next year
Put our request for membership to the parents and only a couple responded

- Advice: Tried to get a safety app for this year but could not contact: Parents research, recommendations to the board
- Any input on what task for can work on?
- Met in February: COVID Outbreak. Notified board of health
- Strep Throat currently and families are aware
- Action plan

Team dive into safety plan
Getting narcan over the summer for Fall. Staff and people will need trained. PSI is trained and will have it locked up.

E. Program Excellence

Teri Harrison made a motion to approve the changes to the program excellence committee charter.
Tiffany Randle seconded the motion.
Changes - title updates because of org chart, responsibilities: one long list previous, she broke up into sections to read and understand what the charter is about
The board **VOTED** unanimously to approve the motion.

X. Resolutions for Consideration- Academic & Compliance

A. Staff Club Stipends

Teri Harrison made a motion to pay the trimester one stipends to Frank OGrady, Kendra Santos, Staci Young, Car Reitz, Nicole D'Amico, Jacob Kulas, Doug Thompson, Patty Bena and Jennifer Schneikart.
Tiffany Randle seconded the motion.
Jacob Kulas $167
Frank O'Grady $167
Nicole D'Amico $167
Car Reitz $167
Staci Young $167
Kendra Santos $167
Doug Thompson $133
Patty Bena $100
Jennifer Schneikart $100
The board **VOTED** unanimously to approve the motion.

B.

Admin Staff PD

C. Drama Club Cabaret

Reviewed files attached and everything looks good.

XI. Resolutions for Consideration- Finance

A. FY2022 Audit

Teri Harrison made a motion to authorize Teri Harrison to execute agreement with Rea and Associates on January 31st.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Resolutions for Consideration- Operations

A. Ripcho Contract Renewal

Teri Harrison made a motion to authorize Phyllis Robinson to sign the contract with Ripcho Studio.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. GIG Grant - Landscape Architect

Teri Harrison made a motion to table until further notice.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Policy Updates

Teri Harrison made a motion to approve the policy updates as presented.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIII. Resolutions for Consideration- Talent

A. New Hires

Teri Harrison made a motion to hire Georgina Kohut as a building substitute for an annual salary of $30,000 effective 2/7/2023.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to hire Jacqueline Flores as Spanish teacher for an annual salary of $35,000.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Teri Harrison made a motion to hire Thomas Weaver as a teacher for an annual salary of $47,000.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to hire Rachel Novak as a teacher for an annual salary of $39,000 with a $1000 sign on bonus.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to hire Jada Booker for Edison Club Staff for $17.50/hour.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to add three people to our Daily sub list for $130/day.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resignations

Teri Harrison made a motion to acknowledge receipts of resignation for Susan Patrick effective 2/17/2023.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to acknowledge receipts of resignation for Ashley O'Malley effective 3/3/2023.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Leave of Absence- Holliday

Teri Harrison made a motion to table.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

A. Enrollhand Agreement

Teri Harrison made a motion to authorize Jennifer Ingraham to proceed with the agreement for Enrollhand as presented.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Testing Stipends

Teri Harrison made a motion to approve payment of $100 to Julie Cronin, Carla Reale and Mirjana Vidakovic for administering testing.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

XV. New Business

A. 2023-24 School Calendar - DRAFT

Added New Dates:
Sept 25, Nov 13, March 25, April 10
Lost - Columbus Day
Think of: Closing for the Solar Eclipse

B. Summer Camp

Summer Camp -
9 teachers interested
Tiffany Randle is looking into Summer Camp Programs
Looking to have an academic and athletic focus with half days

XVI. Executive Session

A. Executive Session

No executive session

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 8:39 PM.

Respectfully Submitted,
Teri Harrison