APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Meeting

Date and Time
Thursday March 16, 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 16, 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

Directors Absent
Twana Rogers

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

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 16, 2023 at 6:02 PM.

B. Record Attendance and Guests

C. Certification of Notice of Meeting

II. Public Participation

A. Public Comments

Nicole Shedden shared that she is impressed with administration communication

Regarding survey's - considering the amount of turnover this year and put the teacher survey out sooner than later. Maybe a survey would bring out, address and up the satisfaction level of teachers because these teachers are not leaving for higher paid jobs. She also suggested taking out demographic questions - takes away anonymity.

1. Teri shared she is not sure what we are allowed to ask teachers anymore and need to ask the lawyers.

III. Sponsor's Report

A. Sponsor's Report

Allison Lentz presented her report.

She said there was not much new to update since last meeting.
She had a site visit on Tuesday and did a building walkthrough - saw intersession week
The team is working towards goals
Discussed RIMPS and MM Licences
She is very impressed with the PBIS incentives
Teacher Eval process is underway and they have done a great job observing
Leadership team working well together

Teri to Deb - Safety Grant $2.50 per student and submit by March 31

IV. Treasurer's Report

A. PSi Billing & Service Analysis

Sarah O'Bryan presented her report.

We are currently over projected for the whole year and keep getting invoices from PSi. She asked Phyllis and Jess talk to Sarah and holding off on paying invoices

B. February Financials

Teri Harrison made a motion to acknowledge receipt of February financials.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Education Report

A. Principal's Report

Theme for March is RESPECT and there will be a Pep Rally on March 31st.

Fireside Chat Topics: Testing dates, PBIS March Theme, NYC and Michigan Trips, Intercession Week, Report Cards

Think Tank Topics: Teacher shortage, teacher communication lacking, makerspace not being utilized?

B. Program Report

Jessica Wilcox presented her report

During teacher team meetings we are looking at data from the Winter MAP assessments. During this time, we are discussing students that may need to shift groups.

She discussed upcoming field trips and testing dates.

They are starting the post conference process with staff after spring break.

Shared a schedule of upcoming PD.

Shared about NHD, Quizbowl and some Intersession Week projects.

C. Summer Camp

Teri Harrison made a motion to approve camp program as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Operations Report

A. Monthly Report

Deborah Zeffren presented her report.

HVAC system needs updated and having trouble - upgrade in software
60 Technology chargers vote
No resignations
No new hires
Food service - Corrective action plans due tomorrow NSLP - finish tomorrow hopefully
Health Dept said we do not have to have a food license- submitted

Safety Grant - $80,000 in addition to the $18,000 spent by December 2023

- More cameras
- Speakers
- Ballistic glass for front office
- Alarms for propped doors
- Pikmykid

CSTAG- Team has met and all members have taken required training. - In compliance with that

No policies to be updated as of this time

GIG grant two contracts need to be discussed

B. Monthly Enrollment Verification Report

Teri Harrison made a motion to acknowledge receipts of enrollment verification report.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. FTE Review Summary Report

D. Wellness Policy Assessment Tool

Board needs to review

E. Ohio's K-12 School Safety Grant Program

They front the school the money and the school does not have to put out anymore.
We have possession of the check and have not cashed it yet.

VII. Board Committee Reports

A. Advancement

Twana Rogers not in attendance - Jenn had nothing to add

B. Diversity, Equity, and Inclusion

Tiffany Randle had nothing to report

C. Finance & Audit

Geoffery Belanger had nothing to report

D. Health & Safety

Susan Dornan presented her report

Response team is working together and there is a ton of work happening

Discussion - What health and safety items we want to see and use the grant money for?

They are going to take a deep dive into operations plan - Renewal every three years and it is in July

Staff training/on boarding in the fall

Narcan - Project Dawn / Training can be in person or online and will get supplies
Leadership can be trained in the summer

E. Program Excellence

Shruti Aring presented her report

Looked at OKR's and everything is moving along well
The main thing is documentation and putting all the materials together for staff
She is working on a drive storing all the stuff

Shruti wants to get official PEC Meeting going

She expressed that everyone is doing a great job and checking things off the list

VIII. Resolutions for Consideration- Academic & Compliance

A.

Field Trips

Teri Harrison made a motion to authorize trip to New York for 6-8th graders through Nowak tours as presented. If needed we will add a bus not through Nowak.
Tiffany Randle seconded the motion.
Schools financial responsibility: if it's over $500 we pay 60% and families pay 40%

The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to approve the trip to Henry Ford and Greenfield Village as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Club Stipends

Teri Harrison made a motion to approve the trimester two stipends as presented.
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.

C. Semi- Annual Harassment, Intimidation, and Bullying Report

Teri Harrison made a motion to acknowledge receipt of Semi- Annual Harassment, Intimidation, and Bullying Report.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Resolutions for Consideration- Operations

A. Data Path Chromebook Chargers

Teri Harrison made a motion to authorize purchase of chromebooks chargers from Data Path as presented.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. HVAC Software Update

Teri Harrison made a motion to authorize upgrade existing software for our HVAC system total cost not to exceed $6,5000 to correct current issues.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. GIG Grant Agreement

Teri Harrison made a motion to authorize Teri to execute agreement for GIG Grant.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Behnke Agreement

Teri Harrison made a motion to authorize engagement with Behnke to do landscaping for gig grant not to exceed to $10,000.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Student Pickup & Safety App

Teri Harrison made a motion to authorize Deborah Zeffren to execute the agreement with Pikmykid.
Tiffany Randle seconded the motion.
The board **VOTED** to approve the motion.

X. New Business

A. Ballistic Glass

Teri Harrison made a motion to authorize pending up to $15,000 in safety grant to install ballistic glass to front office area.
Tiffany Randle seconded the motion.
Film on top of glass windows to make it safer and not as easy to get in
Film makes it like ballistic glass

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

XI. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into exec session to consider the dismissal, discipline, and compensation of a public employee and the investigation of charges or complaints against a public employee, unless the public employee requests a public hearing.
Susan Dornan seconded the motion.

Invited into Exec Session: Allison Lentz, Stephanie Teaford, Phyllis Robinson, Jessica Wilcox, and Deborah Zeffren
Entered exec session at 7:47pm. Exited exec session at 9:01pm
The board **VOTED** unanimously to approve the motion.

Roll Call

Susan Dornan	Aye
Shruti Aring	Aye
Geoffrey Belanger	Aye
Tiffany Randle	Aye
Twana Rogers	Absent
Teri Harrison	Aye

XII. Closing Items

A. Adjourn Meeting

Teri Harrison 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 9:06 PM.

Respectfully Submitted,
Susan Dornan