APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Meeting

Date and Time
Thursday April 20, 2023 at 6:00 PM

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

The annual meeting of MPA's governing board will be held on Thursday, April 20, 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. When possible, we will endeavor to enable virtual attendance at regular meetings 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, Deborah Zeffren, Jennifer Ingraham, Jessica Esway, Jillian Dura, Joe Loyd, Kaitlyn Old, Nicole Shedden, Phyllis Robinson, 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 Apr 20, 2023 at 6:02 PM.

B. Record Attendance and Guests

C. Certification of Notice of Meeting

II. Public Participation

A. Public Comments

Nicole Shedden wanted to speak on the 1:1 Device Policy

She comes often to volunteer and is concerned with the amount of time students are playing games and not doing school work.

Look at the whole school browsing history - 15 different URL's to the same link and she believes that after playing games, it is hard for them to get back to learning

Older students take devices home and it does not make her comfortable having it in her home being that it isn't hers.

What can we do before next year?

III. Approval of Meeting Minutes

A. Approval of Meeting Minutes-3/2/2023 Regular Meeting

Teri Harrison made a motion to approve the minutes from Regular Meeting on 03-02-23.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approval of meeting minutes-3/16/2023 Regular Meeting

Teri Harrison made a motion to approve the minutes from Regular Meeting on 03-16-23.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor's Report

A.

Sponsor's Report

Allison Lentz presented her report.

Ohio School Safety: July 25-26 in Columbus and there are many PD opportunities in that

Site Visit - She came last Thursday and caught up with Jessica and Phyllis about testing and it was wrapping up. She also interviewed a few parents and the report was sent to leadership and Teri. They are happy in improvement with communication and they appreciated the board jumped on a Fireside chat as well.
No red flags on financials
11.6 - 75% attendance rate and is tracked on board on track.

Teri asked about the renewal process and timing and Allison will keep them in touch on dates.

V. Treasurer's Report

A. PSi Billing & Service Analysis

Document was not uploaded.

Sarah O'Bryan is keeping an eye on PSi as it is a large expense and there seems to be an increase of identified students

We are tight on OT budget and she will update as needed.
Teri Harrison asked if there is there documentation that qualifies them to receive services and suggested that the student may require a service from the meeting

B. March Financial Report

Teri Harrison made a motion to acknowledge receipts of March financial report.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Education Report

A. Principal's Report

Phyllis Robinson presented her report.

There have been many school wide activities with SEL services
She has been receiving a lot of great feedback regarding communication and activities.
Orders have been placed for more equipment for social spaces and outdoor recess equipment

NYC field trip next week for the 4th floor

Art Gallery this weekend showcasing Intersession Projects and Mr. Cycyk's art classes

B. Program Report

Jessica Wilcox presented her report.

Window for OST is still open - kids were out of town but they will finish taking them.
Math and Science Results - May 16
ELA - May 22
They are wrapping up post conferences with teachers.

PD in April - Responsive classroom strategies and everyone enjoyed her based on the Google Form responses.

4th floor created a PD from OAGC for next year

Baldwin Wallace - Students and coordinators come to Menlo for like a meet and greet

State competition for NHD is in Columbus this weekend

VII. Operations Report

A. Monthly Report

Deborah Zeffren presented her report.

Deborah Zeffren asked Nicole Shedded to please reach out to her and talk about public comments

There has been a decline in food orders and she does not know the cause. Tiffany Randle stated thee is a Facebook thread about kids complaining about not liking the food.

They are still looking for different ways to use the grant money

Drills:
Tornado: 1 minute
Fire: 6 minutes
Teachers felt comfortable and Admin made sure before the drills that everyone had everything they needed

Lockdown drill with teachers at PD day to test everything out will be on May 8

B. Monthly Enrollment Verification Report

Teri Harrison made a motion to authorize review of monthly enrollment verification for March.

Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

Deborah Zeffren shared what this Safety Grant would do for our school.

Extra panic button
Curtains for teachers to pull down during lockdown
Classroom lights that would connect to PA system

VIII. Enrollment & Advancement Report

A. Monthly Report

Jennifer Ingraham presented her report.

69% of goal of enrolled
422 enrolled as of now

She is holding monthly info sessions as well as testing monthly - summer will be during the week with more testing dates open
They also started pushing out a referral program.

Fundraising:
Walk a Thon - May 12
Launch summer reading program in the afternoon and BOGO scholastic sale
June 17th is the new Scavenger Hunt date

Marketing:
Cleveland School Fair May 6 as a vendor

Twana asked where she feels like we are at with reenrollment? Are we on track? Jennifer stated that we are behind but is reaching out and personally talking to those that have not responded and giving them confidence to renoll

Tiffany stated that she did not get annual appeal letter and other members agreed, so Jerry is resending.

B. Registration Forms

Susan Dornan asked Jennifer Ingraham to send the Registration forms to everyone and will be a vote next meeting.

IX. Board Committee Reports

A. Advancement

Twana Rogers presented her report.

The quarterly meeting on is on April 30th.

Twana would like to work more closely with PEC going into next year so that they are knowledgeable about what Menlo does.

She said a thank you to Jenn - great idea to get people in the building year round.

Twana would also like to put together a fundraising team with Jenn because it's a place that needs a lot of focus

B. Diversity, Equity, and Inclusion

Tiffany Randle presented her report.

She met with Ariana Miller because she is interested in joining DEI committee. It was a more informational gathering and what she has seen and done in other schools.

The SEL Program can create a diversity calendar. There is a lot of things that happen every month, so this way the whole school has visibility to different celebrations.

No parents that have expressed interest in this committee

C. Finance & Audit

Tiffany Randle presented her report.

3 parents expressed interest and will have committee meeting next week
The main three key topics are: Visibility, Budget and Audits

Teri shared that we are the 5th least funded school.

D. Audit & Finance Committee New Members

Teri Harrison made a motion to approve Mike Gulley, Jeff Sugalski and Mollie Eardley to the Finance and Audit committee.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. FY24 Budget Draft

Teri Harrison presented her report.

She asked to please be thinking of the kind of things you want within your committee

There will be 2 or 3 versions of budget. Can adapt to one that we are at now and can adjust accordingly based on enrollment numbers

1. Goal - 600 students
2. Middle (Realistic) - 500 students
3. Pessimistic - 400 students

If we don't have enrollment numbers - there will be cuts

Twana Rogers asked what the ideal student teacher ratio is? **K-3** 22, **4-5** 24, **6-8** 26 but Teri stated that the smaller the class size, the better for learning

F. Health & Safety

Susan Dornan presented her report.

Many of her items are votes and will discuss later when that time comes.

Walkthrough and review of lockdown procedures and see if everything is okay and make any changes and start focusing on training

The leadership team will take a Narcan training to be able to distribute for next year.
She is looking into having Metro Health do a mass shooting training

CPR training is $10 per person

Twana shared that the Dept of Justice has a rollout program for 7th and 8th graders about trafficking to make kids aware. She will send it over and they will review.
Deb stated that the staff has training on similar situations as well.

G. Program Excellence

Shruti Aring presented her report.

She stated that her and Jessica have spent a long time going through Program Guide. They have broken down questions and feedback that she has been getting from teachers and is wanting to start tackling these items one at a time.

Current approved curriculum for K1 for ELA is not working for various reasons. William and Mary is 2nd grade gifted and above and they would like to find another plan.

Phonics in motion is not appropriate for our students and they would like to look into other options for the 1st floor. It is an OKR.
Teri Harrison made a motion to add the priority to objective two to include researching and possibly changing curriculum for ELA and phonics on the first floor.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Motion to elect Doug Thompson and Rachel Schlosser to be on the PEC committee.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Resolutions for Consideration- Finance

A. FY24 Benefits

Teri Harrison made a motion to cancel agreement with Trinet effective June 30th.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to authorize Deborah Zeffren to execute the agreement with Assured Partners for new benefits as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to authorize Deborah Zeffren to engage with ADP Services for payroll as of July 1.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Resolutions for Consideration- Operations

A. K12 Insight

Teri Harrison made a motion to authorize Deborah Zeffren to execute the agreement with K12 Insight as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Food Service Solutions

Teri Harrison made a motion to approve renewal with Food Service Solutions as presented with cost not to exceed $2,000.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. J.J. and Sons Lawncare

Teri Harrison made a motion to authorize Deborah Zeffren to execute agreement with J.J. and Sons Lawncare as presented.
Twana Rogers seconded the motion.

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

D. Glass Enhancing Film

Teri Harrison made a motion to authorize Deborah Zeffren to execute agreement with Suntrol for a cost not to exceed $20,000.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Johnson Controls- Exterior PA Speakers

Teri Harrison made a motion to authorize Deborah Zeffren to execute agreement with Johnson Controls for outdoor PA speakers for cost not to exceed $10,000.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Procurement Procedure Policy Update

Teri Harrison made a motion to table the procurement procedure policy update.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. K Company- ENERGY RECOVERY VENTILATOR

Teri Harrison made a motion to authorize Deborah Zeffren to execute the agreement with K Company for the energy recovery vent cost not to exceed $2,000.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Resolutions for Consideration- Talent

A. New Hires

Teri Harrison made a motion to change Kimberley Overton from a 1 on 1 aid to Building Sub as of 4/10/2023.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to add Oliver Ray to daily substitute list for $130/day.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resignations

Teri Harrison made a motion to acknowledge resignation of Sandra Naffah effective March 16.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

A. Stipends for Testing

Teri Harrison made a motion to pay Julie Cronin and Kristin Barnes $100 stipend for testing.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to pay Carla Reale a one time rate of $33/hour for testing not to exceed $100.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Marketing Contract- WKYC

Teri Harrison made a motion to table agreement with WKYC regarding the Marketing Contract.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIV. New Business

A. Board Member Elections

Susan Dornan made a motion to nominate Tiffany Randle for a Class A re-election to the board.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.
Susan Dornan made a motion to elect Joe Loyd as a board member to MPA for a 1 year term pending ESC approval.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.
Susan Dornan made a motion to elect Jillian Dura as a board member to MPA for a 3 year term pending ESC approval.
Teri Harrison seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to elect Tiara Smith as a board member to MPA for a 3 year term pending ESC approval.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to re-elect Teri Harrison for 3 year term to MPA board.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

XV. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into Executive Session to discuss the performance of a public official.
Susan Dornan seconded the motion.
Invited into Executive Session: Allison Lentz, Phyllis Alford, Deborah Zeffren and Jessica Wilcox.
Into Executive Session at 8:50pm. Out of Executive Session at 9:19pm
The board **VOTED** unanimously to approve the motion.

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

XVI. Closing Items

A. Adjourn Meeting

Tiffany Randle made a motion to Adjourn the 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 9:20 PM.

Respectfully Submitted,
Susan Dornan