



Menlo Park Academy Governing Board

Minutes

Regular Meeting

Date and Time

Thursday May 18, 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, May 18, 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, Tiffany Randle, Twana Rogers

Directors Absent

Teri Harrison

Guests Present

Allison Lentz, Deborah Zeffren, Jennifer Ingraham, Jessica Esway, Joe Loyd, Kaitlyn Old, Kelly Fisher, Phyllis Robinson, Sarah O'Bryan (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Tiffany Randle called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday May 18, 2023 at 6:03 PM.

II. Public Participation

A. Public Comments

None

III. Approve Minutes

A. Approve Minutes

Tiffany Randle made a motion to approve the minutes from Quarterly Strategic Planning Session on 04-30-23.

Geoffrey Belanger seconded the motion.

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

IV. Sponsor's Report

A. Sponsor's Report

Allison Lentz presented her report highlights

- Emergency drills good and in compliance
- Summer Professional Development Offering for Dyslexia
 - She attended and it was a lot of good information
- At the May visit they are going to go over 11.6 in June
- She came to the 14th Annual Walk a Thon at Menlo and enjoyed it and said that everyone seemed to be having a great time.
- Monthly finances - no red flags

Curt from Lake Erie West spoke our Contract.

The contract for Menlo expires June 30, 2024

Renewal application becomes available on Sept 30

High stakes review and academics and he is not worried about our school

Internal and external reviewers that score applications

If the school doesn't get renewed, we will know by Jan 15

V. Treasurer's Report

A. April Financial Report

Tiffany Randle made a motion to approve the April Financial Report as presented.

Shruti Aring seconded the motion.

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

B. 5 Year Forecast- FY24

Tiffany Randle made a motion to approve the 5 year forecast as presented.

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 highlights.

- The SEL department will support our PBIS program and focus on the character trait of “Responsibility” (Good Citizenship) for the Month of April and May.
- Our Intervention team is currently servicing 23 IEP students, so we may need look at case load to see how we are meeting student needs
- The last Principal’s Fireside Chat was given the first week in May and will resume when school starts again in August.

Field Day 05/30/2023

8th Grade Graduation 06/01/2023

Kindergarten Ceremony 05/31/2023

8th Grade Picnic 05/31/2023

Staff/Board Picnic 06/06/2023

Susan Dornan mentioned that she does not like the Attendance Awards because we don't want students to come to school sick in order to get this award.

She also said that she heard great things about the NYC trip

B. Program Report

Jessica Wilcox presented her report highlights

- New curricular materials - writing, grammar
- OST Done
- K Screening May 22 and 23
- RIP Update

- May 8 PD
 - School Safety/Drills (PD Dept)
 - Floors: Learning to put in grades and time to get things done/uploaded
- Get a team together for Dyslexia training
- Rachel Schlosser and Jessica went to School of Innovation
 - Would like to further a partnership with

VII. Operations Report

A. Monthly Report

Deborah Zeffren presented on her report highlights

- The K company fixed the Energy Recovery Ventilator on the roof.
- Suntrol installed the safety film on the windows.
- Internet and wifi went down
- DO conducted a safety and security PD at the 5/8/23 PD day. Local law enforcement participated in the PD. The staff was updated on safety initiatives. DO conducted active safety activities that involved the whole staff.
- March fire drill was conducted on 3/9/23. There are no issues to report. A follow up meeting took place to review the drill.
- Ltn said we are one of the safest schools and Cleveland
- Some staff are now CPR certified

VIII. Enrollment & Advancement Report

A. Monthly Report

Tiffany Randle made a motion to approve the receipt of the May Enrollment Verification Report.

Geoffrey Belanger seconded the motion.

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

Jennifer Ingraham presented her report highlights

89% re-enrollment

Heavy tour season

Menlo Jr event June 24

Summer Fair Events

Walk a Thon - Raised \$22,017

Launched Summer Reading Program

59% of Annual Appeal

Geoff Belanger asked why that is so low - Jennifer explained that it got out late

Scavenger Hunt June 17

Marketing -

Enrollhand working, Niche.com, WKYC commercials if approved

Attended Cleveland School Fair

Poor attendance

Tiffany Randle asked about what do we do with that contact information that we get from Crocker Park, etc.

It goes into Mailchimp and they get email blasts

IX. Board Committee Reports

A. Advancement

Twana Rogers presented her report

- Jenn reached out and they are going to have a meeting next Tuesday and discussing fundraising, events and starting a committee. The delay was that they didn't know where we needed the help and they are organized now and will reach out

B. Diversity, Equity, and Inclusion

Tiffany Randle presented her report

- Asian American Pacific Islander Month
 - Ariana Miller put together a list of ideas, information, activities for morning meetings/advisories
 - 4th floor enjoys content
 - 3rd floor did project specific to it
 - Will talk to PEC over the summer
 - Twana shouted out Ms D'Amico did a heritage project that was amazing and her child enjoyed
 - Kelly Fisher chimed in and said the way she communicated to families was thoughtful and amazing

C. Finance & Audit

Tiffany Randle presented on her report

- First meeting a few weeks ago

- Tiffany Randle and Deborah Zeffren met with them and talked about charter school funding
- Schedule upcoming meeting in 2 weeks and hopefully Sarah O'Bryan can attend
 - They would like to look deeper into 5 year forecast during this meeting
 - Where money comes from, how enrollment ties into and the need for fundraising
- She stated that it is nice to have the parents there and they have financial experts and ideas

D. Health & Safety

Susan Dornan presented her report

- Thank you to everyone who has helped with the safety and health this year
- Student Illness and Communicable Disease Information for Parents/Guardians and Return to School Requirements
 - Susan sent to Phyllis, Deborah and Jenn to use for guidelines

Resource Officer Information:

Susan received a quote, but Dewine might put one in all schools

Ohio School Safety Summit July 25 and 26 and having leadership and teachers attend

Moving forward with active shooter response training

CLE PD recommended program through Red Cross

COVID Safe Return Plan

- 2022-2023 SY
 - Public health emergency is over
 - What to do with our plan
 - Take COVID and put it in with other procedures (influenza, step, pink eye) and report it and treat it as is
 - Monitor conditions / outbreak would
 - Not be reporting every covid case / unless outbreak to community and notify health department
 - Not writing plan for next year - no vote no plan

E. Program Excellence

Shruti Aring presented her report

- Addition of Foundations for phonics for the 1st floor
- Remove materials - not using phonics in motion (committee recommendation)
- STEM options

Foundations - not being used this year but wants to bring it back

X. Resolutions for Consideration - Academic

A. Field Trip - Lake Erie Islands

Tiffany Randle made a motion to approve payment to Nowark Tours in the amount of \$19,053 for a trip to Lake Erie Islands.

Susan Dornan seconded the motion.

What is the motorcoach cancellation? Phyllis will look into this

Nowak Tours needs to update our address

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

B. Student Services - Purchasing Agreement

Tiffany Randle made a motion to reapprove the 2022-2023 agreement with PSi and authorize Phyllis Robinson to be the signee.

Twana Rogers seconded the motion.

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

XI. Resolutions for Consideration- Operations

A. Student Illness and Communicable Disease Information for Parents

Susan Dornan made a motion to approve provisions to Student Illness and Communicable Disease Procedure.

Geoffrey Belanger seconded the motion.

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

B. Employee Referral

Tiffany Randle made a motion to approve payment of \$500 to Betty Svoboda for employee referral.

Susan Dornan seconded the motion.

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

C. Safety Items

Tiffany Randle made a motion to approve the agreements for \$12,400.90.

Shruti Aring seconded the motion.

This is coming out of the grant money. The total package is less money for more items

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

D. Safety Film

Tiffany Randle made a motion to approve the agreement with Suntrol for an additional \$304 for the safety film.

Shruti Aring seconded the motion.

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

E. Worker's Compensation Administration

Tiffany Randle made a motion to approve the retro rate option with Shakley for workers comp.

Shruti Aring seconded the motion.

The retro quote is more beneficial for Menlo

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

F. Health Benefit Approval

Tiffany Randle made a motion to approve Deborah Zeffren to changing from Trinet to Assurance Partners.

Twana Rogers seconded the motion.

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

G. The Ohio Chamber Health Benefit Program Participation Agreement

Tiffany Randle made a motion to approve Deborah Zeffren to sign an agreement with The Ohio Chamber Health Benefit Program.

Shruti Aring seconded the motion.

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

H. Green Infrastructure Grant

Motion to authorize Teri Harrison to sign the agreement with R and H with base bid alternate 3 of \$233,000 for green infrastructure grant.

Twana Rogers seconded the motion.

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

I. Tuition Reimbursement Contract Update

Tiffany Randle made a motion to table the tuition reimbursement contract.

Susan Dornan seconded the motion.

Deborah Zeffren was told the maximum would be raised if board approves and is working on it

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

XII. Resolutions for Consideration- Talent

A. New Hires

Tiffany Randle made a motion to approve Kelly Baughman as a teacher in the amount of \$45,000.

Shruti Aring seconded the motion.

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

B. Resignations

Tiffany Randle made a motion to acknowledge the receipt of termination notice of Heather Barlow on May 8 and Rachel Novak on April 14.

Susan Dornan seconded the motion.

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

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

A. Marketing Agreement - Television Advertisement

Tiffany Randle made a motion to table until all until discussed at Advancement committee.

Twana Rogers seconded the motion.

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

B. Marketing Agreement - Social Media Advertisement

C. Marketing Agreement - Radio & Streaming Advertisement

XIV. Executive Session

A. Executive Session

None

XV. 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 8:24 PM.

Respectfully Submitted,

Susan Dornan

MISSION STATEMENT: Menlo Park Academy is a public school that develops the potential of gifted children through an exemplary program of rewarding experiences that nurtures the whole child.