APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Meeting

Date and Time
Thursday June 22, 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, June 22, 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, Susan Dornan, Teri Harrison, Tiffany Randle, Twana Rogers (remote)

Directors Absent
Shruti Aring

Guests Present
Chandra Lubben (remote), Jeffrey Sugalski (remote), Jennifer Ingraham, Jessica Esway, Joe Loyd (remote), Kaitlyn Old, Lilah Zautner (remote), Michelle Hudak, Mollie Eardley, Mollie Eardley (remote), Phyllis Robinson, Sarah O'Bryan (remote)

I. Opening Items

A. Record Attendance

B. 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 Jun 22, 2023 at 6:03 PM.

C. Minutes-4/4/2023 Working Session

Teri Harrison made a motion to approve the minutes from Board Working Session on 04-04-23.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Minutes-4/20/2023 Regular Meeting

Teri Harrison made a motion to approve the minutes from Regular Meeting on 04-20-23.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Minutes-5/18/2023 Regular Meeting

Teri Harrison made a motion to approve the minutes from Regular Meeting on 05-18-23.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Sponsor Report

A. Sponsor Update

Sponsor update as presented. T. Harrison reviewed sponsor renewal process.

III. Treasurer's Report

A. Treasurer's Report

Sarah O'Bryan presented the Treasurer's Report. Importance of continued diligence of budget discussed.

B. May Financial Report

Teri Harrison made a motion to acknowledge receipts of May Financial Report.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Education Reports

A. Principal Report

Phyllis Robinson presented her report
Waiting for Camp Nuhop and PSI contracts
Vendors for student services being explored for upcoming year
Staff and volunteers preparing building for upcoming school year.

B. Program Report

Jessica Wilcox presented her report

Making a debrief about Dyslexia Training Calls
Ohio School Safety Summit is coming up
She reached out to ESC regarding PD for beginning of the year

C. Summer Work Opportunity

Teri Harrison made a motion to accept Jessica Wilcox's proposal for summer work opportunity for up to 8 teachers for maximum of $2,000 per person to do Curriculum work.
Tiffany Randle seconded the motion.
Jessica Wilcox proposed that a few teachers come in and work on frameworks, pacing guides, ELA plans, etc.
1st floor
Humanities teachers from 3rd and 4th floor and plan across the floors
The board **VOTED** unanimously to approve the motion.

V. Operations Report

A. Operations Report

Deborah Zeffren was not in attendance but some highlights from her report are below:

Door prop alarms were installed on 6/15/23
Preparing estimates on janitorial services for upcoming year
Chromebooks and chargers were collected the last week of school. All chromebooks were returned besides 7. Parents have been contacted and invoiced.
The Daily will not be able to offer meals for FY24. Other options are being explored
NSLP Audit is in review
GIG Grant pending start date

B. Monthly Enrollment Verification Report

Teri Harrison made a motion to acknowledge receipts of the monthly enrollment verification.
Tiffany Randle seconded the motion.
Do not have to do these over the summer
The board **VOTED** unanimously to approve the motion.

VI. Enrollment and Advancement Monthly Report

A. Monthly Report

Jennifer Ingraham presented her report

Current Enrollment - 423
Fundraising - Annual Appeal Update
Goal: $25,000
Total to Date: $14,882.75; 59% of goal

NEOP Magazine print ads, digital ads placements for every month, built in extra digital ads/e-blasts

VII. Board Committees

A. Enrollment Task Force Charter

Teri Harrison made a motion to approve Enrollment Task Force Charter (ETFC) as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Advancement Report

Teri Harrison made a motion to accept changes as presented for Advancement Charter.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Audit & Finance Report

Tiffany Randle presented her report

Committee is working on putting together a document explaining budget to the community to increase awareness and visibility.

D. Diversity, Equity, & Inclusion Report

No updates

E. Health & Safety Task Force Report

Susan Dornan presented her report

$37,000 left in grant money
They want to start panning out 23/24 in the committee meeting and how to use this money
Deborah Zeffren is doing a great job and that our education is where it needs to be
Phyllis Robinson is working on a team lead group for each floor that would be trained in everything: narcan, CPR, etc

F. Local Professional Development Report

No end of year report: Jessica Wilcox will reach out to Doug Thompson

G. Program Excellence Report

Meeting regularly and making progress

VIII. Resolutions for Consideration: Academic

A. Overtime Athletics Proposal

Formal recommendation pending.

B. Douglas Clay Proposal

Teri Harrison made a motion to authorize Jessica Wilcox to authorize the agreement with Douglas Clay not to exceed $6,500.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. NWEA Renewal

Teri Harrison made a motion to authorize Jessica Wilcox to execute the proposal with NWEA with changing the number of students to 400.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Edmentum Proposal

Teri Harrison made a motion to authorize Jessica Wilcox to execute the agreement with Edmentum for the Algebra 2 course.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Trimester 3 Stipends

Teri Harrison made a motion to table Club Stipends.
Tiffany Randle seconded the motion.

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

IX. Resolutions for Considerations: Operations

A. New Hires

Teri Harrison made a motion to hire Jesse Gross as a teacher for $40,000.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to hire Adam Williams as a teacher for $41,500.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to hire Ali Elmore as a teacher for $44,000.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to hire Shannon Tagliarina as a teacher for $44,000.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to hire Starr Coulson as a teacher for $46,000.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board on Track Renewal

Teri Harrison made a motion to authorize Deborah Zefren to execute renewal agreement with Board On Track.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Emergency Operations Plan Update

Teri Harrison made a motion to ratify updated Emergency Plan as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Inventory Review

Tiffany Randle made a motion to authorize the disposal of the assets listed as broken or unusable.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to authorize the disposal of computer assets as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. META Agreement ITC Services

Teri Harrison made a motion to authorize Deborah Zeffren to execute the agreement with META for ITC services.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Resolutions for Consideration: Finance

A. MAT Fees

N/A

XI. Resolutions for Consideration: Enrollment & Advancement

A. Ausilia Proposal

Teri Harrison made a motion to table this proposal.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. NEO Parent Magazine for Marketing

Teri Harrison made a motion to authorize newly task force to approve marketing admissions and enrollment related expenses per the budget for the SY 23/24.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Niche.com Contract Renewal

Tiffany Randle made a motion to delegate authority to approve expenses for marketing and advertising to the Enrollment Taskforce.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. SchoolMint Contract

Geoffrey Belanger made a motion to authorize Jennifer Ingraham to execute the agreement with the Schoolmint package we need for enrollment with adjusted numbers and prorated to a 6 month term.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. WKYC Proposal

Tiffany Randle made a motion to delegate authority to approve expenses for marketing and advertising to the Enrollment Taskforce.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

F.

Audio Ad Proposals

Tiffany Randle made a motion to delegate authority to approve expenses for marketing and advertising to the Enrollment Taskforce.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Enrollment Support

Tiffany Randle made a motion to delegate authority to approve expenses for marketing and advertising to the Enrollment Taskforce.
Geoffrey Belanger seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Parent Student Handbook

No motion made. Discussion tabled until handbook complete

I. Return of Targeted Donation

Teri Harrison made a motion to return the donation of $7,500 to the Wise Memorial Foundation.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Other Business

A. 2023-24 Board Meeting Calendar

Teri Harrison made a motion to approve the 2023-2024 board meeting calendar as presented.
Tiffany Randle seconded the motion.
Regular meeting to 2/8 from 2/15
No working session 2/1
The board **VOTED** unanimously to approve the motion.

B. New Board Member Installation

Next Meeting

XIII. Executive Session

A. Executive Session

N/A

XIV. 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 8:30 PM.

Respectfully Submitted,
Teri Harrison

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.