APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday August 17, 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, August 17, 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.

Directors Present
Jillian Dura, Joe Loyd, Susan Dornan, Teri Harrison, Tiffany Randle, Twana Rogers

Directors Absent
Shruti Aring

Guests Present
Allison Lentz, Deborah Zeffren, Jeff Sugalski, Jessica Esway, Phyllis Robinson, Ray Birch, Sara Battle, Sarah O'Bryan

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 Aug 17, 2023 at 6:04 PM.

II. Minutes

A. Meeting Minutes - 7/16/23

Teri Harrison made a motion to table minutes from previous meeting.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Sponsor Report

A. Sponsor Update

Sponsor Update - FYI: 3rd Grade promotion scores have raised tremendously. Book Club is being offered to school staff and can be found in the August 2023 newsletter. Site visits will resume in September 2023.

IV. Treasurer's Report

A. July Financial Report

Teri Harrison made a motion to acknowledge receipt of July statements.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Education Reports

A. Principal Report

Phyllis Robinson reviewed the Principal's Report as presented.

B. Program Report

Student assessment dates are in the calendar. Professional development training outcomes are highlighted and available in the program report spreadsheet. We are keeping track of current and previous PD for future evaluation. Feedback is being collected from teachers using a Google Form. They will count the hours for LPDC using our sign in sheets.

C. Grant Opportunity

A parent has forwarded a Science/STEM grant opportunity for up to $1000/year. Further evaluation and planning requested of grant team and PEC.

VI. Operations Report

A. Operations Report

We have taken care of facility items and computers have been assigned with the help of our tech team. We do not see a huge need for new devices at this time but we have received funds to do so. Currently assessing if and when certain devices need to be replaced. We also have a possible food service proposal to complete. Lock down training with Cleveland PD came in to train staff and was very thorough. CPR/AED training occurred during PD week. PikMyKid training occurred during PD week also. We will do another drill on Friday to solidify staff knowledge on training. Parents received car line signs for middle school. K-5 will receive theirs on Friday. All other students will get car line signs on the 1st day of school. We need more feedback from the teachers about their time spent so far in the building. We also had CPI training.

B. NSLP Update

This program has very specific guidelines that can be difficult to follow. The Daily does not want to go into a contract with us at this time. Public notices have been sent out to places like The Plain Dealer seeking food service programs. Proposing no NSLP programs and working with SNAP for $3.79 per meal. We would have to cover the cost of the food outside of the NSLP program. Currently proposing a campaign for “Fund A Friend” meals. We would like to use refrigerators in house so as not to increase refrigeration costs. Starch and leafy greens components are not being met as a requirement for Menlo.

VII. Board Committees

A. Audit & Finance

Committee is working on a communication to parents detailing state of MPA finances.

B. Development

Fundraising initiatives and goals being reviewed.

C. Diversity, Equity, & Inclusion

No updates at this time.

D. Enrollment Task Force

Ensuring staff have the working knowledge to do tours and testing and enrolling new students. Currently using new tech to complete certain tasks like tours and making progress. Sept 16th is the next testing date and there will be sign up with individual times.

Marketing has had digital publication go out for k-2 parents within 3 miles of the building. Follow-up phone bank was sent to the same mailings and we are seeing some feedback from this. The Cuyahoga County Fair created lots of engagement.

E. Health & Safety Task Force

Recent Health and Safety meetings have focused on safety and health related professional development and the lunch program as discussed in operations report.

F. Program Excellence

Shruti absent from report

VIII. Resolutions for Consideration: Academic

A. Parent Student Handbook

Teri Harrison made a motion to table handbook pending additional editing.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. TES Service Agreement

Teri Harrison made a motion to authorize Phyllis Robinson to execute change form with PSI services as presented.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Edmentum

Susan Dornan made a motion to authorize Jessica Wilcox to add additional students to Algebra 2 program with Edmentum.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Language Arts Materials

Teri Harrison made a motion to authorize expenditure of up to $2,000 on Michael Clay Thompson ELA materials as needed.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Special Services Adjustment

Tiffany Randle made a motion to authorize Phyllis Robinson to execute change form with PSI service.
Susan Dornan 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 Lona Koppenhaver as teacher for annual salary of $48,000.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to hire David Rossiter as a teacher with annual salary of $49,000 with $ 2,000 signing bonus.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to Hire Grace Coyne as Student Aide at $18 hourly.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resignations

Teri Harrison made a motion to accept resignation of Thomas Weaver effective August 6th.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to accept resignation of Staci Young effective August 15th.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to accept resignation of Katarzyna Kciuk effective August 17th.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.
Joe Loyd made a motion to authorize Sarah O'Bryan to file complaint with ODE regarding the early termination of contract for above mentioned professionals that resigned.
Susan Dornan seconded the motion.
Let it go on record that the following employees submitted their intent to resign without the consent of the school's governing authority or operator after July 10, 2023 for the 2023/2024
school year, which is in violation of ORC 3314.103. The violation will be reported to the Ohio Department of Education: Katarzyna Kcuik, Stacy Young, and Thomas Weaver
The board **VOTED** unanimously to approve the motion.

C. Job Description

Teri Harrison made a motion to approve the job description for the Director of Curriculum and Instruction as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Risk Management

Susan Dornan made a motion to authorize Deb Zeffren to execute agreements for insurance renewal with Althans Insurance Agency as presented.
Joe Loyd seconded the motion.
Board requested side by side comparison of current vs future state of coverage and cost.
The board **VOTED** unanimously to approve the motion.

E. ECF Funding Commitment Decision Letter

Menlo will received $7,200 in reimbursement for connectivity funding. This is money we can spend on Chromebooks and the max on each individual purchase cannot exceed $400 each.

F. Summer Policy Updates

Tiffany Randle made a motion to approve summer policy updates as presented.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Building Maintenance

Teri Harrison made a motion to authorize Deborah Zeffren to sign contract with CBR as presented.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. MetLife Coverages

Tiffany Randle made a motion to authorize Deb Zeffren to execute agreement with Metlife as presented.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Other Business

A. Org Chart

Teri Harrison made a motion to approve 23-24 org chart as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Executive Session

A. Executive Session

Teri Harrison made a motion to enter executive session and discuss the compensation of a public employee at 7:49pm.
Susan Dornan seconded the motion.
Entered into exec session at 7:49pm
Exited exec session at 8:25pm
The board **VOTED** unanimously to approve the motion.

Roll Call	
Susan Dornan	Aye
Tiffany Randle	Aye
Joe Loyd	Aye
Jillian Dura	Aye
Twana Rogers	Aye
Teri Harrison	Aye
Shruti Aring	Absent

XII. Closing Items

A. Adjourn Meeting

Susan Dornan made a motion to adjourn meeting.
Joe Loyd 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 8:30 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.