APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday October 19, 2023 at 6:00 PM

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

This month's regular meeting of MPA's governing board will be held on Thursday, October 19, 2023 at Menlo Park Academy, 2149 W. 53rd Street, Cleveland, OH 44102. Virtual observation will be made available, when possible, at the following link - https://meet.google.com/bqx-niry-mqu. Meeting dates and times are posted in several places in building as well as on our website.

Directors Present
Jillian Dura, Joe Loyd, Shruti Aring, Susan Dornan, Teri Harrison (remote), Twana Rogers

Directors Absent
Tiffany Randle

Guests Present
Allison Lentz, Amber Tripphahn (remote), Barbara Moran (remote), Clara Adeniyi (remote), David Paradzik (remote), Deborah Zeffren (remote), Doug Thompson (remote), Elizabeth Soto (remote), Jacqueline Flores (remote), Jeffrey Sugalski, Jennifer Nowakowski (remote), Jessica

Esway, Karen Sacco (remote), Kelly Baughman (remote), Latha Ess (remote), Michelle Hudak (remote), Mollie Eardley (remote), Renee Dornan (remote), Sara Battles (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Joe Loyd called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Oct 19, 2023 at 6:11 PM.

II. Public Comments

A. Public Comments

A parent shared appreciation to the board and administration for their hard work. Another parent expressed concern that his 7th grade student does not currently have a math teacher. He believes Menlo needs to be more competitive with salaries.

III. Minutes

A. Meeting Minutes - 8/3/23

Shruti Aring made a motion to approve the minutes Board Working Session on 08-03-23.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Meeting Minutes - 8/17/23

Susan Dornan made a motion to approve the minutes Regular Board Meeting on 08-17-23.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Meeting Minutes - 10/7/23

Susan Dornan made a motion to approve the minutes from 10/7/2023 Board Meeting on 10-07-23.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Report

A. Sponsor Update

Board adopted plan for virtual learning due by Nov 1. Public records traning by Attorney General or Auditor of State due April 30, 2023. Updates to HB33 provided regarding RIMPs. Health and Safety building tour completed in September including review of emergency drill requirements, building climate and culture, testing compliance, review of 11.6 framework and Dylexia law rollout. No red flags with financial consultant meeting.

V. Treasurer's Report

A. Monthly Financial Report

Sarah O'Bryan not at meeting for discussion. Report reviewed as uploaded.
Shruti Aring made a motion to acknowledge receipt of the September financial report.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Education Reports

A. Principal Report

Reviewed by Jessica Wilcox as presented. Successful virtual high school night. Parent Teacher conferences today and tomorrow. OST testing next week. Good turnout for Donuts with Grownups. Student Council campaigning has kicked off. Students and staff included in PBIS incentives.

B. Program Report

Report reviewed as presented. Scholastic order to be funded by book fair profits. MAP testing completed. MAP Reading Fluid Assessment training for teachers completed, testing to occur first week of November. Staff evaluation process starting. Jessica continues to gather feedback from professional development to assist with future planning. Douglas Clay currently analyzing NWEA data, analysis results pending. Reviewing PD on AI for teachers. Jessica Wilcox and 2 teachers attended the Twice Exceptional Conference at Cleveland State University.

VII. Operations Report

A. Operations Report

Ms. Deb Zeffren reviewed operations report as presented.

VIII. Board Committees

A. Audit & Finance

No updates provided. Ms. Randle absent.

B. Development

Ms. Rogers discussed that planning continues. Would like to have a meeting with staff members to plan remaining year and committee charter.

C. Diversity, Equity, & Inclusion

No report. Ms. Randle absent.

D. Enrollment Task Force

Working with Blumwell Group to gather data and planning for future enrollment efforts. Emma Maloney has accepted position of Director of Communications and Enrollment.

E. Health & Safety Task Force

No updates.

F. Program Excellence

OKRs reviewed. Parent volunteer is reviewing Program Guide to provide edits that may assist in making information accessible for parent review.

IX. Resolutions for Consideration: Academic

A. Performance Accountability Framework Attachment 11.6

Shruti Aring made a motion to approve the 11.6 goals as presented.
Twana Rogers seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Susan Dornan	No
Joe Loyd	Aye
Tiffany Randle	Absent
Twana Rogers	Aye
Shruti Aring	Aye
Teri Harrison	Absent
Jillian Dura	Aye

B. Parent Student Handbook

Joe Loyd made a motion to approve Parent Student Handbook with health and safety form title changes to match current form titles.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Plan for Completion of Make-up/Web Access

Shruti Aring made a motion to accept plan for completion of make-up/Web access as completed pending written consent of union representative.
Jillian Dura seconded the motion.

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

X. Resolutions for Considerations: Operations

A. New Hires

Susan Dornan made a motion to move Karen Sacco from daily sub to teacher for an annual salary of $35,000.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.
Shruti Aring made a motion to to add Cammise McInnis to daily sub list at a rate of $130/day.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Monthly Enrollment Verification

Shruti Aring made a motion to acknowledge receipt of monthly enrollment verification report.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Jan Pro Amendment

Joe Loyd made a motion to Motion to table until next board meeting so budget data can be gathered.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Sub Teacher Considerations

Susan Dornan made a motion to approve sub teacher considerations as presented.
Jillian Dura seconded the motion.
The board **VOTED** to approve the motion.

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

Joe Loyd made a motion to make motion amendment to accept sub teacher considerations as presented with Karen Sacco removed as daily sub long term with start date changed to 10/16 as a teacher of record for STEM.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Resolutions for Consideration: Finance

A. 5-Year Forecast

Susan Dornan made a motion to approve ODE 5 year forecast as presented.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jillian Dura made a motion to approve 5 year forecast and FY 24 ODE budget as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Overnight field trip stipend

Shruti Aring made a motion to pay $100/night stipend Jesse Gross and Starr Coulson for a total of $200 each ($100 per night x 2 nights).
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Testing Stipend

Shruti Aring made a motion to pay stipend of $100 each to Jesse Gross and Starr Coulson.
Twana Rogers seconded the motion.
The board would like to thank the teachers for their support in this critical step of the enrollment process.
The board **VOTED** unanimously to approve the motion.

XII. Resolutions for Consideration: Enrollment & Advancement

A. 23-24 Development Plan

Susan Dornan made a motion to accept 23-24 Development Plan as presented.
Teri Harrison seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Winter Benefit Information

Susan Dornan made a motion to table Winter Benefit facilities expenditure until additional budgetary information available for discussion.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIII. Other Business

A. Sponsor Renewal Application

FInal version of sponsor renewal application submitted for reference.

B. Building Financing Update

Extension with main lender in progress. Working on getting additional appraisals. Current compliance extended at least 30 days and possibly will be up to the next 9-12 months.

C. Meeting Procedures Update

Susan Dornan made a motion to approve the Governing Board Meeting Procedures as presented.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jillian Dura made a motion to approve Emma Maloney for Director of Communications and Community Engagement with an annual salary of $70,000 with incentives as defined in offer letter.
Joe Loyd seconded the motion.
Student enrollment for 2023-24 year is currently at 397 with a goal for the 2024-25 year of 508. If achieved for the 2024-25 year:
▪ 90% of goal, or 457 students, $2,000 one-time bonus, plus $2,000 increase in base pay
▪ 95% of goal, or 487 students, $2,500 one-time bonus, plus $2,500 increase in base pay
▪ 100% of goal, or 508 students, $3,000 one-time bonus, plus $3,000 increase in base pay
▪ 105% of goal, or 533 students, $4,000 one-time bonus, plus $4,000 increase in base pay
o Enrollment number will be the FTE (full-time equivalent) as identified by the October 2024 Community School Settlement Report posted on the Ohio Department of Education website.
o Salary increase and bonus will be applied in November 2024.
The board **VOTED** unanimously to approve the motion.
Joe Loyd made a motion to hire Stacy Frank as Intervention Specialist for an annual salary of $55,000 prorated on date of hire plus $3000 stipend that would be paid through next 20 pay periods evenly through fiscal year pending final approval of executive committee.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Shruti Aring made a motion to allow Executive Committee to authorize repairs for 1,2,3 floor storm damage within preapproved budgetary allowances.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIV. Executive Session

A.

Executive Session

No executive session required.

XV. Closing Items

A. Adjourn Meeting

Susan Dornan made a motion to adjourn.
Jillian Dura 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 8:07 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.