APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday November 16, 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, November 16, 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, Tiffany Randle, Twana Rogers

Directors Absent
None

Guests Present
Allison Lentz, Deborah Zeffren, Jessica Esway, Ray Birch, Sara Battle

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 Nov 16, 2023 at 6:01 PM.

II. Public Comments-Items on the Agenda

A. Public Comments

No Public Comments

III. Minutes

A. Meeting Minutes - 10/19/23

Joe Loyd made a motion to approve the minutes from Regular Board Meeting on 10-19-23.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes

Jillian Dura made a motion to table the minutes from Regular Board Meeting on 09-21-23.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Report

A. Sponsor Update

Allison Lentz reviewed the Annual Performance Report as presented in uploaded report.

V. Treasurer's Report

A. Monthly Financial Report

Tiffany Randle made a motion to acknowledge receipt of October 2023 financial report as presented.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Education Reports

A. Principal Report

Principal Robinson not present at the meeting.The uploaded report reviewed by board.

B. Program Report

Uploaded Program Report reviewed by Ms. Wilcox.

VII. Operations Report

A. Operations Report

Uploaded Operations Report reviewed by Ms. Zeffren

B. Fall 2023 Community School Contract Modification

The cover page was summarized for the board members. Ms. Teri Harrison requested that the board review the modification.

VIII. Board Committees

A. Audit & Finance

Ms. Randle reported the committee is working on finalizing the finance communication to be sent to MPA community. The committee would like to discuss how to increase audit activity within the school. Committee also working on a transition plan and list of compliance items that will need to be delegated with the departure of Sarah O'Bryan.

B. Development

Ms. Rogers discussed having a meeting to discuss the organization and function of the committee.The board requested an update on the proceeds from the Stoller Fundraiser be presented. Mr. Loyd reported that the north side of the GIG grant construction has been completed. One of the biobasins on the south side will not be put in and grant monies allotted to that bio basin will have to be returned.

C. Diversity, Equity, & Inclusion

A DEI calendar has been started. There will be a meeting with Sara Porras and school leadership in the near future to discuss future DEI activities.

D. Enrollment Task Force

There is a free testing event happening this weekend with 40 people currently signed up. Intent to reenroll forms to be sent out soon. Meetings with Bloomwell are taking place. Videos are being recorded of Menlo families to be sent out for marketing purposes.

E. Health & Safety Task Force

Discussions with Food Bank progressing with hopes of starting Kid Cafe following Winter break. Staff completion of Safe School trainings being tracked and follow up being

completed for noncompliance. Quotes for rooftop lighting to be obtained for consideration of security grant monies expenditure.

F. Program Excellence

Ms. Aring discussed a 3 question parent survey and the intent to send out near end of Trimester 1. The purpose of survey is to get a quick assessment of any topics that need addressed prior to them having a negative impact on enrollment. Committee to start on next year's Program Guide edits as well as electronic document management to make Program Guide more accessible and reusable in the future.

IX. Resolutions for Considerations: Operations

A. New Hires

Joe Loyd made a motion to table hiring of Caitlin Gesser at this time.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Resignations

Joe Loyd made a motion to acknowledge receipt of resignation of D. Paradzik on Effective Date November 3, 2023.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Monthly Enrollment Verification

Shruti Aring made a motion to acknowledge receipt of Monthly Enrollment Verification as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. E-Rate Services

Susan Dornan made a motion to authorize Deborah Zeffren to execute agreement with E-Rate Services as presented. Friendly amendment to execute two year agreement as presented.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Annual Review: #105 Policy Governing Conduct of Academic Prevention/Intervention Services

Susan Dornan made a motion to acknowledge review of #105 Policy Governing Conduct of Academic Prevention/Intervention Services.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Special Education Policies and Procedures FY24

Joe Loyd made a motion to acknowledge review and receipt of Special Education Policies and Procedures FY24 policy as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Biohazard Waste Clean Up

Susan Dornan made a motion to authorize Deborah Zeffren to execute agreement with Jan Pro with the addition to contract that biohazard needs to be purposeful and cleanup preapproved with effective date of Nov 1.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Gifted Endorsement

Twana Rogers made a motion to increase Shannon Tagliarina salary to prorated annual salary of $46,000 as presented effective next pay period 11/16 due to her earning her gifted endorsement.
Jillian Dura seconded the motion.
The Board would like to congratulate Ms. Tagliarina on achieving this milestone.
The board **VOTED** unanimously to approve the motion.

X. Other Business

A. Building Financing Update

Ms. Harrison discussed that the appraisal returned favorable for both the bank and school. Finance extension in place as process continues.

XI. Public Comments - Items not on Agenda

A. Public Comments

No comments.

XII. Executive Session

A. Executive Session

Susan Dornan made a motion to enter executive session to discuss the performance of a public employee.
Shruti Aring seconded the motion.
Allison Lentz, Deb Zeffren, and Jessica Wilcox invited into Executive Session.
Entered into Executive Session at 7:49pm. Exited at 7:55pm.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Jillian Dura made a motion to enter into Executive Session to discuss the performance of a public employee.
Susan Dornan seconded the motion.
Allison Lentz, Deb Zeffren and Jessica Wilcox invited into Executive Session.
Entered into Executive Session at 7:56pm.
Exited Executive Session at 8:18pm
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Teri Harrison made a motion to enter into Executive Session at 8:19pm to discuss the performance of a public employee.
Joe Loyd seconded the motion.
Allison Lentz, Deb Zeffren and Jessica Wilcox invited into Executive Session.
Entered into Executive Session at 8:19pm. Exited Executive Session at 8:24pm.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

XIII. Resolution for Consideration

A. Resignation Date Mr. Paradzik

Shruti Aring made a motion to adjust the effective date of Mr. Paradzik's resignation to 11/17/2023 to include 9 instructional days.
Susan Dornan seconded the motion.

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

XIV. 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 8:29 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.