APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday January 18, 2024 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, January 18, 2024 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 (remote), Teri Harrison, Tiffany Randle, Twana Rogers

Directors Absent
None

Guests Present
Allison Lentz, Chandra Lubben (remote), Deborah Zeffren, Jessica Esway, Joanne Hilden (remote), Karen Sacco (remote), Kelly Baughman (remote), Phyllis Robinson, Renee Dornan (remote), Robert Schactner (remote), Sara Porras (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 Jan 18, 2024 at 6:00 PM.

II. Public Comments-Items on the Agenda

A. Public Comments-Items on the Agenda

N/A

III. Minutes

A. Approve Minutes Correction- 10/19/23

Joe Loyd made a motion to approve minutes correction for 10/19/2023.
Jillian Dura seconded the motion.
The board **VOTED** to approve the motion.

IV. Sponsor Report

A. Sponsor Update

Allison Lentz provided the January Sponsor Update in-person. The report was emailed to the board and updates will be emailed with the Governing Authority report.

V. Treasurer's Report

A. Monthly Financial Report

Tiffany Randle made a motion to acknowledge receipt of statement.
Jillian Dura seconded the motion.
Teri Harrison asked if the finance and audit committee saw these
Tiffany Randle explained there was not enough time

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

VI. Education Reports

A. Principal Report

Phyllis Robinson shared her report

Month of January is Tolerance focused and we will kick off the month with lessons and activities with a tolerance subject matter in the classrooms.

We are still looking for a Speech and Language Service provider for our SPED department.

Our “Coffee with Counselor” featured speaker for the month of January is Dr. Claire Hughes.

Morning announcements will officially start next week, after January 16th.

B. Program Report

Jessica Wilcox presented her report

3rd Floor making the shift to mirror the 4th floor schedule

Intersession Week is in the works. It is the week of March 11th

3rd Grade Reading OST
Results sent home
Rimps were created for students who have not passed. These have been shared with families
and we are continuing to progress monitor these students and update their goals if necessary.

Learning Space Expectations
● Campfire - A way to learn from others as the “storyteller”. Share stories and exchange ideas!
● Watering Hole - Come together to exchange ideas, work together as a team, and learn from each
other.

Students on all floors are working on their science fair/showcase projects

● Sandpit - A safe space to learn by trying, failing, and trying again. Create prototypes, experiment with different options and materials, and work freely without worry of a mistake or making a mess.
● Cave - A space to learn independently, work quietly, and reflect.
● Mountain Top - Demonstrate the final result of work and/or research. Celebrate and share your
earning ‘one to many’. You ‘sing it from the mountaintop’.

VII. Enrollment, Admissions, & Development

A. Report

Jessica Wilcox presented her report

Enrollment
221 total said yes to enrollment for next year as of 1/11

Outreach Plan
Open Houses with Testing: Saturday January 27 & Sunday March 3
Connecting for Kids Resource Fairs in March (Lorain and Cuyahoga County)

Fundraising
Total Raised as of 1/11/24: $39,440; 29.8% of goal
Upcoming Fundraising Events
Spring event: Art show in March
Spring event: Walk-a-Thon in May

Our ads have built an audience of 11,000 people during the Learning Phase and our Lead
generation ads have 24 leads at a cost of $14 per lead (well below our benchmark of $25/lead).
These results will have us produce even stronger outcomes as we move into our event promotions.

VIII. Operations Report

A. Operations Report

Deborah Zeffren was not present to highlight her report. Teri Harrison highlighted the Operations Report

Facilities
3rd floor windows were repaired over winter break
16 additional security cameras were approved by the Health and Safety committee and are currently being installed

Technology
Emergency Connectivity Funding was awarded in the amount of $72, 012. This can only be used on laptops and Chromebooks.

Food Services
Kids Café is in progress. Program has been a success as of this date.

Go To Guide

A Go To Guide was developed for staff for easy access to important school information, training
videos, easy link to policies, procedures and forms.

IX. Board Committees

A. Audit & Finance

Tiffany Randle shared her report

There are meetings the 2nd Tuesday of every month
They are combining this committee with the development committee
There is consistent, regular participation from three parents
The committee is working towards a live dashboard for financials.

B. Development

Twana Rogers presented her report.

They are going to start in-person meetings with finance committee coming up in February

She meets every Tuesday w/Jeff Sugalski to touch base on development in general and running through ideas for agendas for in-person meetings.

There has been discussion on a spring fundraiser - Large scale ideas have been discussed and will be shared once fleshed out.

C. Diversity, Equity, & Inclusion

Tiffany Randle presented this report

She touched base during the PEC meeting last week
Next step is to look at the data from Suzanne McFarland from previous years on Global Citizenship.

D. Enrollment Task Force

Joe Loyd presented his report

The committee of staff is meeting weekly. The Open Houses are moving forward with planning.

E. Health & Safety Task Force

Susan Dornan called in and presented this report

The Stop the Bleed training needs to be scheduled

Question- Erin's Law requirement

1. Working on information with Dr. Brewer, Sara Porras, and Nicole D'Amico

F. Program Excellence

Shruti Aring presented her report

1. Competitions
    1. Science Fair communication - decide on how to move forward and send communication out asap.

X. Resolutions for Consideration: Academic

A. Overnight Field Trip

Shruti Aring made a motion to approve overnight trip as presented.
Tiffany Randle seconded the motion.
Please calculate the break down amount family pays vs. school pays
Make sure a communicate to families gets out as soon as possible
The board **VOTED** unanimously to approve the motion.

B. Capstone Field Trip

Shruti Aring made a motion to approve as presented.
Tiffany Randle seconded the motion.
Is this an overnight field trip? Yes it is
Are the staff staying overnight? Please include a stipend for them
The board **VOTED** unanimously to approve the motion.

C. Niagara Falls Overnight Field Trip

Shruti Aring made a motion to approve as presented.
Tiffany Randle seconded the motion.
Do students need passports? Find forms to complete for the trip.

Is there cell phone coverage in Canada?

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

XI. Resolutions for Considerations: Operations

A. New Hires

B. Resignations

Shruti Aring made a motion to formally acknowledge receipt of Rene LiVest's resignation effective December 15, 2023.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Joe Loyd made a motion to formally acknowledge receipt of Georgina Kohut's resignation effective January 11, 2024.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Monthly Enrollment Verification

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

D. Summer Camps

The team is looking into a half day summer camp to partner with Overtime Athletics. This does not require a vote

E. Collections

Tiffany Randle made a motion to authorize Deborah Zeffren to sign agreement with Kinum.
Jillian Dura seconded the motion.
Tiffany Randle shared that she doesn't know the organization personally but had conversations with them and they do have specialization in school based collections
The board **VOTED** unanimously to approve the motion.

F. Broker for benefits

Joe Loyd made a motion to table discussion and vote about ADP being official benefit broker.
Jillian Dura seconded the motion.
Are they an insurance company or brokerage?

Not sure if we signed anything with current brokerage

1. Communicate with everyone to get best possible

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

G. Staff Device Improvements

Joe Loyd made a motion to table the discussion about staff devices.

Jillian Dura seconded the motion.
Teri Harrison said that we spend money with Datapath to put more money towards devices we currently have

Joe Loyd stated that the laptops were built in 2020 and standards from 2014

Teri Harrison said we use other vendors for other things, doesn't have to be our current provider

Tiffany Randle said that every year we have concerns, questions and things come up and we have the same service provider

Teri stated in 2021 we bought all new Chromebooks for teachers and we don't even know which devices these are

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

H. Gym AP's Mounting Equipment

Joe Loyd made a motion to approve proposal and authorize Deborah Zeffren to sign the proposal for the Gym Ap Mounting Equipment as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Chromebook Protection

Shruti Aring made a motion to allow Deborah Zeffren to accept and sign the quote for Blocksi.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Firewall Protection

Twana Rogers made a motion to authorize Deborah Zeffren to execute the proposal for renewal of Firewall protection.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. New Business

A. Resignation of Board Member

Tiffany Randle made a motion to acknowledge receipt of Susan Dornan resigning from the board.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison spoke with Kurt regarding renewal application for the charter

1. Granted 4 year renewal
2. Dinged on academics because of growth vs. achievement

XIII. Public Comments - Items not on Agenda

A. Public Comments

N/A

XIV. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into executive session to discuss the compensation of a public employee.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to enter executive session to discuss performance of a public employee.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

XV. Resolutions for Consideration

A. Teaching Positions

Tiffany Randle made a motion to eliminate two teaching positions due to enrollment declines.
Jillian Dura seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Superindendent

Teri Harrison made a motion to appoint Deborah Zeffren as our superintendent in OEDS.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Student Aid

Tiffany Randle made a motion to add student aid exposition for remainder of school year.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

XVI. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into executive session to discuss the performance of a public employee.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

XVII. 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 8:25 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.