APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday April 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, April 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, Teri Harrison, Tiffany Randle, Twana Rogers (remote)

Directors Absent
None

Guests Present
Allison Lentz, Deborah Zeffren, Jacquelyn Lee-Ivey, Jeffrey Sugalski, Jessica Esway

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 Apr 18, 2024 at 6:01 PM.

II. Public Comments-Items on the Agenda

A. Public Comments-Items on the Agenda

No public comments were made.

III. Minutes

A. Approve minutes from 3-14-2024 Regular Board Meeting

Joe Loyd made a motion to approve the minutes from 3-14-2024 Regular Board Meeting Regular Board Meeting on 03-14-24.
Tiffany Randle seconded the motion.
The board **VOTED** to approve the motion.

B. Approve minutes from the 4-6-2024 Strategic Planning Session

Joe Loyd made a motion to approve the minutes from 4-6-2024 Strategic Planning Session Strategic Planning Session on 04-06-24.
Jillian Dura seconded the motion.
The board **VOTED** to approve the motion.

IV. Sponsor Report

A. Sponsor Update

Allison Lentz from ESCLEW presented her report.

We will be collecting the spring data for the school's academic Performance Framework Goals for the 2023-24 school year. These goals include Achievement, and Growth.

We'll assess Task #223 for K-6 grades, checking for mandated child sexual abuse prevention in the
curriculum. For grades 7-12, Task #224 will be reviewed for sexual violence prevention instruction. Training completed for students.

Our Financial consultant Linda Moye holds a monthly phone meeting with the school’s treasurer, a completed report of this meeting is emailed to all board members and is attached to the Governing Authority Report. At this time, there were no red flags discussed.

Board Membership goals are on track.

V. Treasurer's Report

A. Monthly Financial Report - March

Tiffany Randle made a motion to acknowledge the March Monthly Financial Report as presented.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Education Reports

A. Principal Report

Phyllis Robinson was not in attendance at this meeting. Please see her Principal Report in the documents.

B. Program Report

Jessica Wilcox presented her report.

There are many field trips and experiences coming next month. See report online.

OST Testing has begun. We lost internet and will be doing make-up testing soon.

VII. Enrollment, Admissions, & Development

A. Report

Jessica Wilcox presented her report.

Applications are coming in for enrollment 24-25 school year status and testing dates are being set up for June.

Lyman shared that our Google ads are getting increased views.
Discussion was had regarding Digital admission test online to accommodate the volume of testers.

Leads for prospective students are being tracked and Kaitlyn is following up with students that passed but didn’t enroll.

There are still 20 students that have not been heard from for re-enrollment.

VIII. Operations Report

A. Operations Report

Deborah Zeffren presented her report.

There were no questions. She referred the group to review the online report.

IX. Board Committees

A. Audit & Finance

Tiffany Randle presented her report.

An updated version of the Budget will be completed by May, 2024. Development of a budgeting timeline was discussed.

B. Development

Twana Rogers present her report.

She met this week to set goals. A full meeting is planned to look at a development plan for 2024-2025 in the next 30 days.

C. Diversity, Equity, & Inclusion

No report was presented.

D. Enrollment Task Force

Joe Loyd presented his report.

Joe is working with Lyman on enrollment strategies. Paying to post on Connecting For Kids has not been effective. Kaitlyn will be updating photos for ads, club information, etc. Discussion of the creation a document for marketing purposes that can easily be updated each year to reflect current data.

E. Health & Safety Task Force

Jillian Dura presented her report.

The focus is on several key tasks; Emergency Drill Log compliance; Verify Graduation Ceremony arrangements; and Erin’s Law, will be checked to ensure the school has adopted a program of in-service training in child abuse, violence, and sexual abuse prevention, delivered by law enforcement or prosecutors with relevant expertise.

Discussed a Kick-off meeting to get End of Year updates. A summer training for staff will occur in May, 2024. Metro provides "Stop the Bleed" staff training. A request to provide a List of Floor leads was assigned to Phyllis Robinson. It was noted that the School Nurse and Deborah Z. have completed seizure training.

T. Randle discussed the importance of parents confirming the medical information (i.e, allergy info) on Field trip forms. It was noted that Police will be onsite for community outreach on Field Day on Wednesday, May 29, 2024.

F. Program Excellence

Shruti Aring presented her report.

The gathering of information for the End of Year reporting has begun. EOY Surveys will be returned to Susanne.

Jessica reported that she is looking to adapt an updated report card model. Ohio Department of Education is pushing to select a new Science curriculum that can be adapted to the students needs. With some assistance with the review process, Jessica has been successful in narrowing it down. The curriculum is costly but will be reimbursed. Amy Mendolson is the Point of Contact.

G. Executive Committee

Executive Committee had nothing to report.

X. Resolutions for Consideration: Academic

A. Speech Services

Tiffany Randle made a motion to authorize Deborah Zeffren to execute an agreement for speech services as presented.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Resolutions for Considerations: Operations

A. Monthly Enrollment Verification

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

B.

Cleaning Services

Joe Loyd made a motion to table this discussion.
Tiffany Randle seconded the motion.
A proposal was presented to go back to the previous
cleaning company, Cleveland Corporate Cleaning for cleaning services by June 1. The proposal was attached. A motion was made to execute a contract with Cleveland Corporate as presented. The board then discussed some of the previous issues with Cleveland Corporate Cleaning. Deborah Zeffren stated that she will investigate other cleaning company options.
The board **VOTED** unanimously to approve the motion.

C. Landscaping Services

Tiffany Randle made a motion to authorize Deborah Zeffren to execute the proposal with J.J. Lawn Care as presented.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Old Business

A. IT Services

Joe Loyd made a motion to authorize Deborah Zeffren to execute renewal with Meta Solutions as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison discussed the building loan, noting that the main loan has been extended through September 2024. She requested the creation of an introduction for the school's pitch to lenders
and asked the team to compile data, including demographics, to tell Menlo Park Academy's story.

XIII. New Business

A. Sponsor Renewal

Shruti Aring made a motion to approve the charter renewal contract as presented with ESCLEW.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.
Tiffany Randle made a motion to accept the resignation of Kenneth Wills effective April 15, 2024.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

Teri Harrison stated that the April 18, meeting is considered the Annual meeting, however elections will be held at the next Board meeting. She discussed developing a timeline to gain new Board members.

Joe Loyd will take a look at doing a self-survey on Board On Track and also adding school events on the Board calendar.
Shruti Aring made a motion to to approve a program to provide compensatory services and unlimited education licensures.
Tiffany Randle seconded the motion.
Discussion: Compensatory Service Minutes - Deborah Zeffren & Jessica Wilcox

1. Request Board to approve to pay for licensure fees and stipend for compensatory services to reconcile hours needed by end of school year.
2. Detailed plan for Aides - if current staff is engaged to provide services, all compensatory service hours can be completed by the end of the year. Some staff mentioned: Lacy, Leonard, Porras, Wilcox and Baughman.
    1. Discussion: Costs per provider: 169 hours x $25 per hour

Approximate Total $4250 stipend + licensure fees

Concerns: Amount of time left in the school year and time out of class on a daily basis. The plan must be communicated to parents. Parents will have to meet with Beth to explain their student's needs.

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

XIV. Public Comments - Items not on Agenda

A. Public Comments

There were no public comments

XV. Executive Session

A. Executive Session

Tiffany Randle made a motion to move to Executive Session regarding performance of a public school employee.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

XVI. 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 8:42 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.