APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday May 16, 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, May 16, 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, Twana Rogers

Directors Absent
Tiffany Randle

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

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 May 16, 2024 at 6:02 PM.

II. Minutes

A. Approve minutes from the 4-18-2024 Regular Board Meeting

Jillian Dura made a motion to approve the minutes from 4-18-2024 Regular Board Meeting on 04-18-24.
Joe Loyd seconded the motion.
The board **VOTED** to approve the motion.

III. Sponsor Report

A. Sponsor Update

Allison Lentz from ESCLEW presented her report.

The school's spring data will be collected to determine if it meets its academic Performance Framework Goals for the 2023-24 school year. Per House Bill 33, all teachers and administrators must complete courses from the Department of Education and Workforce by June 30, 2025.

The ESCLEW Community School Office will be hosting an all day, in person Special Education Summit on September 13, 2024. There will be a site visit in May that includes reviewing data and documentation needs for the school's 11.6 goal review for the June site visit.

Per Linda Moye, there are no red flags indicated on monthly financial report. Missions are on track.

IV. Treasurer's Report

A. Monthly Financial Report - April

Joe Loyd made a motion to approve receipt of the financial report for April, 2024.
Jillian Dura seconded the motion.
The board **VOTED** to approve the motion.

V. Education Reports

A. Principal Report

Phyllis Robinson uploaded a report. Jessica Wilcox offered an update stating that currently, 1% of teachers have not signed and 98% have accepted,

B. Program Report

Jessica Wilcox presented her report. She is currently evaluating new curriculums for the SY 24-25.

VI. Enrollment, Admissions, & Development

A. Report

Jessica Wilcox presented her report. Open House scheduled in June and July. Looking for volunteers. See online report for a complete report.

VII. Operations Report

A. Operations Report

Deborah Zeffren presented her report. Due to Operations presenting resolutions for consideration, the discussion regarding report items was held until the resolutions were presented.

VIII. Board Committees

A. Audit & Finance

No report was presented by Tiffany Randle.

B. Development

No report was presented by Twana Rogers.

C. Diversity, Equity, & Inclusion

No report was presented by Tiffany Randle.

D. Enrollment Task Force

Joe Loyd presented his report.

E. Health & Safety Task Force

No report was presented by Jillian Dura.

F. Program Excellence

No report was presented by Shruti Aring.

IX. Resolutions for Consideration: Academic

A. Field Day Tshirts

Joe Loyd made a motion to authorize the purchase of Field Day t-shirts.
Jillian Dura seconded the motion.
The board **VOTED** to approve the motion.

X. Resolutions for Considerations: Operations

A. Monthly Enrollment Verification

Joe Loyd made a motion to acknowledge receipt of the monthly enrollment verification for May, 2024.
Shruti Aring seconded the motion.
The board **VOTED** to approve the motion.

B. Resignations

Twana Rogers made a motion to to accept the resignations of Phyllis Robinson and Jerry Kest.
Joe Loyd seconded the motion.
The board **VOTED** to approve the motion.

C. Legal Services

Jillian Dura made a motion to Authorize Teri Harrison to contract with Amy Goodson Co., LLC for legal services.
Joe Loyd seconded the motion.
The board **VOTED** to approve the motion.

D. IT Transition Proposal

Joe Loyd made a motion to authorize Deborah Zeffren to execute an agreement with SpaceBound for on-site IT support.
Twana Rogers seconded the motion.
The board **VOTED** to approve the motion.

E. Asset Inventory and Removal

Jillian Dura made a motion to table discussion regarding removal of the IT equipment from the school.
Twana Rogers seconded the motion.
Jeff Sugalski recommends recycling all PC equipment. In lieu of discarding the equipment, he suggested using PC's for People. He believes they will come and pick up the equipment.
The board **VOTED** to approve the motion.

Shruti Aring made a motion to authorize the removal of non-IT inventory pending inspection.
Joe Loyd seconded the motion.
The board **VOTED** to approve the motion.
Jillian Dura made a motion to authorize Deborah Zeffren to execute an agreement with Haul My Mess.
Shruti Aring seconded the motion.
The board **VOTED** to approve the motion.

XI. Resolutions for Consideration: Finance

A. Donations

Joe Loyd made a motion to approve the acceptance of a donation of 2 guitars.
Twana Rogers seconded the motion.
Donor: Nicole Loudin. The donation will enhance the music department and is valued at $400.
The board **VOTED** to approve the motion.

B. FY25 Budget Forecast

Shruti Aring made a motion to approve the draft of the 24/25 Fiscal Year Budget as presented.
Jillian Dura seconded the motion.
T. Rogers stated that any fundraising should be rolled into the draft. Teri H. agreed. Fall planning should start now. Loan extension ends in September, 2024. A new lender must be secured.
The board **VOTED** to approve the motion.

C. 5-Year Forecast

Joe Loyd made a motion to approve an updated forecast using the newly approved budget for FY24-25.
Twana Rogers seconded the motion.
The board **VOTED** to approve the motion.

XII. Resolutions for Consideration: Enrollment & Advancement

A. Testing Stipend

Shruti Aring made a motion to pay stipends to staff that conducted testing. The staff are Starr Coulson - $200; Shannon Tagliarina - $100; Caitlin Gessner - $100; Kelly Baughman - $100.
Jillian Dura seconded the motion.
The board **VOTED** to approve the motion.

B.

Event Agreements

Joe Loyd made a motion to authorize the execution of an agreement with Ohio Mobile Gaming as presented..
Jillian Dura seconded the motion.
Regarding dunk tank for Field Day.
The board **VOTED** to approve the motion.
Joe Loyd made a motion to execute an agreement with Rock the House Audio/Visual.
Twana Rogers seconded the motion.
Regarding audio for Field Day.
The board **VOTED** to approve the motion.

XIII. Old Business

A. Cleaning Services

The search for a cleaning service provider is in progress. Final decision is expected by the next meeting.

XIV. New Business

A. 2024-25 Board Deliverables Calendar Draft

Joe Loyd stated that a draft of the Board deliverables calendar was prepared. Suggestions: Board Meetings on Sundays, so all can participate; Add school events to board calendar to avoid conflicts. The first Annual Board Retreat is scheduled for July 14, 2024.

B. Board Member Elections

Shruti Aring made a motion to re-elect Joe Loyd to a class A term to expire 2026/2027.
Jillian Dura seconded the motion.
Joe Loyd obtained.
The board **VOTED** to approve the motion.
Shruti Aring made a motion to elect Sam Sherwood as a board member serving a class A term with all proper approvals.
Twana Rogers seconded the motion.
The board **VOTED** to approve the motion.
Twana Rogers made a motion to elect Jeffrey Sugalski as a Board member serving a class A term with all proper approvals.
Joe Loyd seconded the motion.
The board **VOTED** to approve the motion.
Teri H. publicly thanked Tiffany Randle for ushering the new board members.

C. SY2024-25 Organization Chart

There was a lengthy discussion regarding the organizational chart. Some comments were regarding the job titles; Principal's role, title and number of responsibilities; The need for a Dean of Students; How do you find applicants for all the positions in time; Can the Board effectively navigate the interviewing process; Director of Education number of responsibilities; Communication issue vs. roles issue; Prioritize the needs by highest to lowest.

Regarding the Instructional Coach, Allison Lentz stated that this position would manage professional development/resident education, observations, classroom management training, climate & culture and curriculum in summer school. The salary range customarily falls between the Principal and Dean. Another is to offer stipends.

The discussion will continue.

D. 15th Anniversary Tshirts

New T-Shirts for 15th Anniversary - Jessica Wilcox presented a mock up of a t-shirt design. Board suggested that the est. 2008 be removed. Also adding cool facts about MPA to the back of the shirt. Feedback on facts will be sent to Teri H. or D. Zeffren.

Teri H. expressed the need to clarify the branding specifications for the logo regarding the blue background.

XV. Public Comments - Items not on Agenda

A. Public Comments

No public comments.

XVI. Executive Session

A. Executive Session

Shruti Aring made a motion to move into executive session.
Jillian Dura seconded the motion.
The board **VOTED** 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 8:48 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.