APPROVED

Menlo Park Academy Governing Board

Minutes

Board Working Session

Date and Time
Thursday February 29, 2024 at 6:00 PM

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

The working session of MPA's governing board will be held on Thursday, February 29, 2024 at Menlo Park Academy, 2149 W. 53rd Street, Cleveland, OH 44102. Meeting dates and times are posted in several places in building as well as on our web site at www.menloparkacademy.com.

Directors Present
Joe Loyd, Shruti Aring, Teri Harrison, Tiffany Randle, Twana Rogers

Directors Absent
Jillian Dura

Guests Present
Deborah Zeffren, Kaitlyn Old

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 Feb 29, 2024 at 6:15 PM.

II. Action Items

A. New Hires

Shruti Aring made a motion to hire Kennie Leonard as Dean of Students with an annual salary of $50,000.
Tiffany Randle seconded the motion.

1. Does he have any license?
   No. One is expired and he's working on his principal license. Phyllis Robinson will talk with Allison Lentz to see if he can be her backup if she's not in the building.

2. When is his start date?
   March 11 or 13th. He can be in the building for onboarding until BCI FBI come in.

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

B. SPED Consultant

Tiffany Randle made a motion to authorize Phyllis Robinson to execute the consulting agreement retroactively starting February 22, 2024.
Shruti Aring seconded the motion.
Retroactive with unexpected and no notice resignation of Stacy Frank. Phyllis Robinson reached out to Beth Turk (former IS and SPED manager). She will be coming in on a consulting basis after hours.

She will not be working with students during the school day but can schedule meetings for IEPs after 4:00pm to facilitate that.
The board **VOTED** unanimously to approve the motion.

C. Resignations

Tiffany Randle made a motion to acknowledge receipt of resignation of Stacy Frank effective 2/20/2024.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Testing Stipends

Joe Loyd made a motion to pay a stipend of $100 to Jesse Gross for testing.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

E.

Learn Well Contract

Joe Loyd made a motion to have Jessica Wilcox sign the contract as presented.
Shruti Aring seconded the motion.
Shruti Aring shared that this program provides a teacher while students are in the hospital to help keep up with their work. We have to pay this teacher separately. We don't have to do this but the family is opting for it. The students has been gone for a while already and managing with google classroom and making sure things are posted. We cancel any time if needed.
The board **VOTED** unanimously to approve the motion.

F. Board Secretary

Tiffany Randle made a motion to elect Joe Loyd as board secretary.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. 23-24 OKR Update

Shruti Aring made a motion to approve updated OKRs and goals for the 23/24 school year as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Operations

A. Organization Chart

Tiffany Randle made a motion to approve revised organization chart as presented.
Twana Rogers seconded the motion.
The wrong version was uploaded but they are very similar. Adding Admissions Manager, Dean of Students, Jessica Wilcox to take on Director of Curriculum & Enrollment and to have a project assistant.

The volunteer coordinator position is not there. We don't want Renee to think we're throwing her to the wind, so last meeting we talked about how Jessica Wilcox and Phyllis Robinson have very different needs for assistants. Jessica is more project focused and Phyllis is more of a traditional administrative assistant. Renee in the interim would provide assistance to Jessica Wilcox.

Kaitlyn Old and Renee Dornan are doing everything they can to hold down the fort and move things forward.
The board **VOTED** unanimously to approve the motion.

B. Job Descriptions

Shruti Aring made a motion to table job descriptions.

Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Admin Compensation Adjustments

Shruti Aring made a motion to give Rita Nelson a raise to $21/hour.
Tiffany Randle seconded the motion.
She was not eligible for the last raise. She has been here for 1.5 years and Deborah Zeffren has seen her taking on more responsibility, her last evaluation was stellar, and she knows that she would like to make the recommendation to raise her hourly wage.

The annual July raise will depend on evaluation
The board **VOTED** unanimously to approve the motion.

D. Internet- E-Rate Renewal

Joe Loyd made a motion to authorize Deborah Zeffren to execute the agreement with Everstream as presented aside from correcting names on the agreement.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Technology Services

Space Bound contract and current contract with Datapath.

For a while, Deborah Zeffren and Joe Loyd have been looking at different places for technology services. Quotes are uploaded from Space Bound.

They received one from FIT technology but didn't seem that we wanted to go that way. They had a different vision than our current path.

They brought these two contracts up to see where the Board would like to go.

Deborah Zeffren will circle back with Datapath to discuss inventory.

F. SIS Services

Since departing from Sarah O'Bryan with Accel, it was time to look at other SIS and EMIS services to see if we should sever ties with Accel or if they would sever ties with us. Over the last few months, Deborah Zeffren has reached out to many companies that host SIS environments and others that provide EMIS services. She uploaded everything into the board book and has a comparison sheet. She mapped out cost to stay in the current set up and to switch the set up.

There is a tremendous discount going through Accel. Feedback needed is which direction we should go. Significant amount of work in whichever direction we need to go.

Teri Harrison asked if the frustrations with Accel PowerSchool worth the savings?

G. ECF

If we don't have computers delivered by the end of June, we lose money from grants. Putting pricing on board books means that if we don't purchase, we will lose the money. When we bring it to a vote for the next board meeting, anything under $400 will be 100% reimbursed. Anything above will only be reimbursed $400 of it. 20-30 laptops for staff will be brought in the $800 range.

H. Spring Break Floor Maintenance

Shruti Aring made a motion to authorize Deborah Zeffren to execute the proposal for spring break cleaning.
Twana Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Board Applicants

A. Board Applicants

There is a committee interest application that went out to everybody. If we can send that out again and reach out to those who have expressed interest we can vote at the next regular meeting to add them to the committee. Tiffany Randle will repost the application.

V. 2024-25 School Calendar

A. 2024-25 Calendar Draft

Proposing changes for the next board meeting

VI. New Business

A. Mid-Year Survey Result Review

B. Grant Opportunity

Music Grant Budget - Requesting more information before moving forward.

VII. Executive Session

A. Executive Session

Teri Harrison made a motion to go into executive session to discuss the compensation of a public employee.
Joe Loyd seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. 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 9:27 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.