APPROVED

Menlo Park Academy Governing Board

Minutes

Board Working Session

Date and Time
Thursday June 6, 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, June 06, 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
Jeffrey Sugalski, Shruti Aring, Teri Harrison, Tiffany Randle, Twana Rogers

Directors Absent
Joe Loyd

Guests Present
Deborah Zeffren, Jacquelyn Lee-Ivey

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 Jun 6, 2024 at 6:06 PM.

II. Action Items

A. New Hires

No motions presented.

B. Resignations

No motions presented.

III. Operations

A. Cleaning Services

Tiffany Randle made a motion to authorize Deborah Zeffren to execute an agreement with Coverall for cleaning services.
Shruti Aring seconded the motion.
The board **VOTED** to approve the motion.
Shruti Aring made a motion to authorize a one-time deep cleaning from Coverall.
Tiffany Randle seconded the motion.
The one-time deep cleaning is not included in the agreement. The cost is $7500. The level of cleaning in the building needs to be brought up to the standard that Coverall will be the expected to maintain per the agreement.
The board **VOTED** to approve the motion.

IV. New Business

A. Organizational Structure

No motion was presented. The organizational structure is being updated.

B. Summer PD Plan

Teri H. will speak to Jessica W. about attending some Professional Development workshops. She'd like to see staff take advantage of these opportunities.

C. July Retreat

The date for the July Retreat will be on Sunday, July 14, 2024. The proposed site is here at Menlo. Teri Harrison needs help with putting an agenda together.

D.

Hiring Status

Tiffany Randle reported that they are actively interviewing candidates for the open administrative positions. Joe L, and T. Rogers are conducting 1st round interviews. Subsequent interviews will include Jessica W. and Deborah Z.

An interview panel has been formed consisting of Administration, Teachers and Parents. All resumes are in Base Camp. The top 5 candidates will be selected. There is a 30 minute screening call, 1st round virtual interview with the panel and the 2nd round with the Board and Administration. Tiffany has prepared interview questions to be used for all interviews. The full panel is scheduled to meet on June 10.

Enrollment Status

Teri Harrison reported that the current enrollment and retention is down. Community Outreach efforts are not effectively yielding the exposure needed to attract new families. Recommend implementing new strategies and meeting with Lyman's company to discuss these concerns. There are 2 months left to increase enrollment. We need to cast a wider net. It is also important that we directly focus on curriculum and faculty management.

Mid-Year Survey

Shruti Aring stated that the survey needed to be reviewed to develop recommendations. One recommendation was that parents need to learn how to use Google Classroom, so they can track their child's assignments, etc.

Accountability

Teri Harrison stated that test dates and results are not being received by the Board. There is a request to provide the Board with a summary of test results. Also, that test/result dates are posted on the Board calendar.

Deborah Zeffren stated that the Board must hold administration accountable. She added that training teachers to use Google Classroom and Power School is needed. Administration must follow up on a weekly basis to monitor the teacher's activity. The idea is to make using these applications a habit for teachers. Other suggestions were to develop a Go To Guide/Video for parents with pertinent information, such as how-to use Google Classroom.

Twana Rogers suggested coaching/observations in real time, so any corrections/areas of improvement can be addressed as soon as possible. Teri Harrison and Tiffany Randle agreed that administrative roles need to be clearly defined so that directives and expectations can be clearly communicated to teachers. Also, professional development on the Menlo way/policies should be conducted with teachers and staff. The goal is that all teachers/staff are operating in concert with the Menlo policies and procedures.

V. Executive Session

A. Executive Session

No executive session requested.

VI. Closing Items

A. Adjourn Meeting

Twana Rogers made a motion to adjourn the working session meeting.
Tiffany Randle seconded the motion.
The board **VOTED** 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 7:24 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.