APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Regular Meeting

Date and Time
Thursday July 25, 2024 at 6:00 PM

Location
Menlo Park Academy
2149 West 53rd St.
Cleveland, OH 44102

This month's regular meeting of MPA's governing board will be held on Thursday, July 25, 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
Jeffrey Sugalski, Joe Loyd, Sam Sherwood, Shruti Aring, Teri Harrison, Tiffany Randle, Twana Rogers

Directors Absent
None

Guests Present
Allison Lentz, Deborah Zeffren, Jacquelyn Lee-Ivey, Jessica Esway, Kelly Baughman, Michael Crudder

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 Jul 25, 2024 at 6:00 PM.

II. Public Comments-Items on the Agenda

A. Public Comments-Items on the Agenda

A public comment was made requesting video be added to future meetings to improve remove accessibility.

III. Board Member Installation

A. New Member Installation

Jeffrey Sugalski and Sam Sherwood were sworn in by Teri Harrison. She recited the installation pledge, explained Board member responsibilities and confirmed that they have full voting rights.

IV. Minutes

A. Approve minutes from June 20, 2024 Board Meeting

Tiffany Randle made a motion to approve the minutes from Regular Board Meeting on 06-20-24.
Twana Rogers seconded the motion.
The board **VOTED** to approve the motion.

V. Board Meeting Procedures

A. Meeting Procedures

Teri Harrison made a motion to suspend the approval of the first 2 pages of the Board Meeting Procedures pending further review.
Tiffany Randle seconded the motion.
There was an issue of members not having full time to review the agenda items prior to meetings. Joe Loyd stated that 7 days is too short of a time. After discussion, a resolution was offered; Table the motion to approve; Have a Special Call meeting to send it to committee.
The board **VOTED** to approve the motion.

Roll Call

Twana Rogers	Aye
Sam Sherwood	Aye
Jeffrey Sugalski	Aye
Tiffany Randle	Aye
Teri Harrison	Aye
Shruti Aring	Aye
Joe Loyd	No

VI. Sponsor Report

A. Sponsor Update

Allison Lenz stated that FBI/BCI background checks have a 5 year renewal. The State of Ohio is proposing a new cell phone usage policy in 2025. Site visits will start in September, 2024.

Dave Massa reports no red flags on financials. August starts the new school year and the expectation is to exceed board member attendance at school functions.

VII. Treasurer's Report

A. Monthly Financial Report

Tiffany Randle made a motion to table the acceptance of the June financial report.
Shruti Aring seconded the motion.
No report was uploaded.
The board **VOTED** to approve the motion.

VIII. Education Reports

A. Program Report

Jessica Esway presented her report. The full report is online. Highlights are we currently have 26 Classroom Teachers and current enrollment is 362. In process-collaborating with Dean of Curriculum on Flexible Ability Groups.

We need to vote on Curriculum Materials for SY 24-25 for Discovery Education and ELA.

Field trip planning is underway. We are working with Great Day Tours this year. The Annual SY 24-25 PD Calendar is complete. We are defining learning space expectations. Classroom areas will be set up before PD day. Open House & Testing will be held on 8/08/24.

Tiffany Randle recommended monitoring all field trips to ensure all floors have equal amounts of trips. When planning overnight trips, please provide more advanced notice to parents. Send an invitation to Board members to attend PD days.

Jeff Sugalski mentioned that the Open House & Testing fell on the same day as the Board Working Session. It was decided there was no need to reschedule. He also mentioned that the August Board meeting was on the same day as Back To School Night per the Board Calendar.

IX. Enrollment, Admissions, & Development

A. Report

Digital Performance report submitted by Bloomwell Marketing.
Enrollment - 362. Joe Loyd reported 316 enrollment. Jessica Esway added that the update tracker was off due to skewed numbers with PowerSchool.

Connecting with Past Families - Dr. Crudder added that he is calling former families. Also, the social media plan is in process. Twana Rogers mentioned ensuring information regarding Parent Square, Edison Club registration is received in a timely manner.

X. Operations Report

A. Operations Report

Deborah Zeffren presented her report. The full report is online. The new cleaning company is doing well. The school is satisfied with the service. Kid's Cafe is returning. Summer projects are being completed. Jeff from Spacebound is doing a good job.

XI. Board Committees

A. Audit & Finance

Tiffany Randle presented her report. She would like to re-establish monthly meetings. (Weekly meetings for building finances). She is recommending that we start working on the planning for the SY2025 financials now.

Budget - Review the budget to provide a clean document to give to Admin. She stated that more parents are needed on the committee. An invitation was sent out.

B. Development

Twana Rogers presented her report. She is recommending passing the leadership of the Development Committee to Jeff Sugalski.

School Culture - Twana stated that she wants to chair this committee. A discussion of committee assignments is needed.

C. Enrollment Task Force

Joe Loyd presented his report. He stated that it's "not too late." He is open to late enrollment. There is more information to come.

D. Program Excellence

Shruti Aring presented her report. The Program Guide is better than last year. It is still being edited to final before school starts. Streamlining some procedures is in process. Twana Rogers suggested sending the Program Guide to prospective parents (maybe post on social media).

Dr. Crudder encouraged Board members to visit the school to speak about their experiences. Also, have post cards on hand to use for marketing.

Work on the report card for K-1 is in process. Tiffany Randle asked if there can be a review of the 4th grade report card and parent communication. Sam Sherwood suggested a new family survey to use their thoughts.

XII. Resolutions for Consideration: Academic

A. Enrichment Program

Tiffany Randle made a motion to approve an agreement with Near West Theater to conduct a Theater Arts Enrichment Program, assuming review of the cancellation policy.
Shruti Aring seconded the motion.
Shruti Aring asked about the cancellation policy related to the school needing to discontinue the program early. Jessica Esway will ask about the cancellation policy. She suggested passing the cost back to parents as a after school club fee. Teachers stipends will be offered.

Joe Loyd suggested $30 per student, per week each trimester. Then gauge the interest for K-8.
The board **VOTED** to approve the motion.

B. ELA Materials

Shruti Aring made a motion to authorize Jessica Esway to adapt ELA materials from Amplify CKLA for the 24-25 SY.
Joe Loyd seconded the motion.
Teri Harrison mentioned that there are some state funds to cover some material costs. Jessica Esway stated there is approximately $36K.

Joe Loyd said there were some complaints that the books are over the student's heads. Jessica Esway explained that teachers have reviewed and worked with William & Mary.

Novel lists will be sent to families. Although used for K-5, it will be integrated for high ability groups. This includes an initial one-time P.D. training.
The board **VOTED** to approve the motion.

C. Science Materials

Tiffany Randle made a motion to authorize Jessica Esway to execute a proposal for science materials from Discovery Education for the 24-25 SY.
Twana Rogers seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Joe Loyd	No
Jeffrey Sugalski	Aye
Sam Sherwood	Aye
Teri Harrison	Aye
Tiffany Randle	Aye
Shruti Aring	Aye
Twana Rogers	Aye

D. Guidance Services

Tiffany Randle made a motion to authorize Jessica Esway to execute an agreement for guidance services with Family Achievement Clinic for the 24-25 SY.
Shruti Aring seconded the motion.
Tiffany Randle asked if this was a change and Jessica Esway confirmed that it was not. Tiffany asked if the parent workshops could be videotaped for prosperity. Jessica said there could be parent workshops.
The board **VOTED** to approve the motion.

E. 23/24 Club Stipends

Shruti Aring made a motion to table paying Club moderators a stipend for the full for 23-24 SY.
Twana Rogers seconded the motion.
Teri Harrison asked to confirm that no stipends were paid in 23-24 SY and come back to the Board for approval. The stipends were for Starr Coulson- Quiz Bowl; Shannon Tagliarina - Mad Science; Ali Elmore - Cub Scouts @ $500 each.
The board **VOTED** to approve the motion.

F. PSI Agreement

Tiffany Randle made a motion to authorize Jessica Esway to execute an agreement with PSI to provide specified clinical services for students for the 24-25 SY.
Shruti Aring seconded the motion.
Shruti Aring asked if the hours are the same? Jessica Esway and Deborah Zeffren are reviewing hours to report back to PSI regarding the amount of hours needed.

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

G. Special Education Contract

Tiffany Randle made a motion to authorize Jessica Esway to execute a special education contract with Beth Turk to provide specified clinical services for students for the 24-25 SY.
Shruti Aring seconded the motion.
Joe Loyd stated that Beth is not able to meet needs during the day. Jessica Esway responded that she can meet at times best for families. Joe Loyd stated that Beth has no SpEd license. Teri Harrison responded that a license is not needed. Teri asked Allison Lenz to confirm if Beth Turk needs a SpEd license.
The board **VOTED** to approve the motion.

Roll Call

Joe Loyd	Abstain
Jeffrey Sugalski	Aye
Sam Sherwood	Aye
Teri Harrison	Aye
Shruti Aring	Aye
Twana Rogers	Aye
Tiffany Randle	Aye

XIII. Resolutions for Considerations: Operations

A. Resignations

There were no resignations to report.

B. 24-25 Organization Chart

Jeffrey Sugalski made a motion to accept the organizational structure chart (collaborative model-purple ban version) as amended.
Shruti Aring seconded the motion.
Suggested changes; Pull out Dean of Support Services and post it as Support Services; Guidance & Support Services Family Clinic falls under the Principal. (Tiffany Randle)

Remove the dotted line from Principal to reporting to the Board. He feels the Principal reports to the Director of Education and does not need to report directly to the Board. (Sam Sherwood)

SpEd should fall under the Director of Education. (Teri Harrison)

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

C. New Hires

Joe Loyd made a motion to approve the hiring of LaTasha Goodall as Dean of Curriculum and Gifted Instruction at an annual salary of $70,000.
Tiffany Randle seconded the motion.
The board **VOTED** to approve the motion.
Tiffany Randle made a motion to approve the hiring of Danielle Pajestska as the Director of Communications at an annual salary of $85,000.
Joe Loyd seconded the motion.
The board **VOTED** to approve the motion.

D. Job Description

Tiffany Randle made a motion to approve the Project Assistant job description as presented at an hourly rate based on experience, part-time with no benefits at 30 hours/week.
Jeffrey Sugalski seconded the motion.
Teri Harrison added a friendly amendment that it is non-exempt and to add Google Suite skills.
The board **VOTED** to approve the motion.

E. Position Adjustment

Joe Loyd made a motion to approve the transition of Renee Dornan, Admissions team member to Project Assistant effective July 18, 2024 at an hourly rate of $23 per hour.
Shruti Aring seconded the motion.
The board **VOTED** to approve the motion.

F. Promotion

Tiffany Randle made a motion to approve the promotion of Jessica Esway, Dean of Curriculum and Gifted Instruction to Director of Education at an annual salary of $81,250, effective July 1 2024.
Shruti Aring seconded the motion.
The board **VOTED** to approve the motion.

G. Security Agreement

Tiffany Randle made a motion to authorize Deborah Zeffren to execute an agreement with Royce U.S. Security for security services.
Jeffrey Sugalski seconded the motion.
The board **VOTED** to approve the motion.

H. Postage Ageement

Jeffrey Sugalski made a motion to authorize Deborah Zeffren to execute a lease agreement for mail services/equipment from Pitney Bowes as presented.
Tiffany Randle seconded the motion.
The board **VOTED** to approve the motion.

I. EMIS designation

Shruti Aring made a motion to accept the EMIS designation for the 25 SY. (Kimberly Pulley).
Jeffrey Sugalski seconded the motion.
The board **VOTED** to approve the motion.

J. Inventory Removal

Jeffrey Sugalski made a motion to authorize the removal of disposable assets as presented on the updated disposable assets list, including iPads.
Tiffany Randle seconded the motion.
Jeffrey Sugalski recommended donating the technology equipment to PC's for People.
The board **VOTED** to approve the motion.

K. Board Policy Updates

Jeffrey Sugalski made a motion to table the board policy updates as presented regarding ODOE new designation and immunization summary.
Shruti Aring seconded the motion.
There is a Fall policy update based on current Bills and changes that needs to be reviewed by the Board before finalizing the Board policy.
The board **VOTED** to approve the motion.

XIV. Resolutions for Consideration: Enrollment & Advancement

A. Testing Stipends

Tiffany Randle made a motion to approve Menlo free testing stipends for staff in the amount of $100 per test to Kelly Baughman, Shannon Tagliarina and Caitlin Gessner in the amount of $200 each. There were 2 test dates : 6/18/24, 7/9/24.
Jeffrey Sugalski seconded the motion.
The board **VOTED** to approve the motion.

XV. New Business

A. 24-25 Board Officers

Teri Harrison stated that descriptions for Board officers, Committees and meeting procedures will be discussed at the Working Session on 8/08/24. Committee assignments will be decided. Teri will send out a survey. She noted that the Enrollment Task Force was on the list of committees.

Twana Rogers suggested having a Special Call meeting to work on the Board Job descriptions.

B.

24-25 Board Committees

Committee summaries will be discussed at the Board Working session on 8/08/24.

C. Plumbing Repair

Tiffany Randle made a motion to authorize Deborah Zeffren to execute an agreement with QCMI for plumbing work.
Shruti Aring seconded the motion.
Note: Not needed if budgeted but less than $5,000.
The board **VOTED** to approve the motion.

D. Window washing

Joe Loyd made a motion to authorize Deborah Zeffren to execute an agreement with Crystal Clear Window Cleaning for exterior window washing.
Jeffrey Sugalski seconded the motion.
The board **VOTED** to approve the motion.

E. Painting

Joe Loyd made a motion to table authorizing Deborah Zeffren to execute an agreement with Curb Appeal Painting to perform interior touch ups on all floors until after Executive Session.
Tiffany Randle seconded the motion.
The board **VOTED** to approve the motion.

F. New Hire - Building Substitute

Jeffrey Sugalski made a motion to approve the hiring of Michelle Hudak for the position of Building Substitute for the 24/25 SY at $35,000.
Tiffany Randle seconded the motion.
Joe Loyd was not in agreement due to enrollment numbers not being finalized. He suggested waiting to see if it's needed.
The board **VOTED** to approve the motion.

Roll Call

Twana Rogers	Aye
Joe Loyd	Abstain
Teri Harrison	Aye
Tiffany Randle	Aye
Jeffrey Sugalski	Aye
Sam Sherwood	Aye
Shruti Aring	Aye

XVI. Public Comments - Items not on Agenda

A. Public Comments

Lapta - Re: Club Mock Trial Stipends. Lapta reported that there were 2 advisors for 23-24 SY that were both no shows. Renee Dornan stepped in and she is recommending that Renee receive a stipend. The Club fee is $55. Lapta is reporting that parents are saying that they never paid due to never receiving a bill for these fees.

XVII. Executive Session

A. Executive Session

Teri Harrison made a motion to move to executive session regarding matters to be kept confidential regarding State statute.
Twana Rogers seconded the motion.
Allison Lenz was invited to the executive session.
The board **VOTED** unanimously to approve the motion.

XVIII. 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 9:00 PM.

Respectfully Submitted,
Joe Loyd

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.