APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Regular Meeting

Date and Time
Thursday December 19, 2024 at 6:00 PM

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

The regular meeting of MPA's governing board will be held on Thursday December 19, 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 online. We will endeavor to enable virtual attendance, when possible, at this meeting link – https://meet.google.com/bqx-niry-mqu.

Directors Present
Jeffrey Sugalski, Sam Sherwood, Shruti Aring, Teri Harrison, Tiffany Randle, Twana Rogers (remote)

Directors Absent
None

Guests Present
Allison Lentz (remote), Amber Tripphahn (remote), Brittan Berry (remote), Deborah Zeffren, Jennifer Nowakowski (remote), Jessica Esway, Karen Sacco (remote), Kelly Baughman (remote), L. Mikaela Smith (remote), Latha Ess (remote), Liana Wiemels (remote), Mollie Eardley

(remote), Natasha Didytch (remote), Renee Dornan (remote), Rita Nelson, Ryan Fisher, Susan Dornan (remote)

I. Opening Items

A. Call the Meeting to Order

Tiffany Randle called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Dec 19, 2024 at 6:01 PM.

B. Record Attendance

C. Public Comments

Ryan Fisher - Boy Scouts
Karen Sacco - Winter Benefit

D. Approve Minutes-10/17/24

Shruti Aring made a motion to Approve the minutes from 10/17/24 pending a final review. Board Meeting on 10-17-24.
Jeffrey Sugalski seconded the motion.
The board **VOTED** to approve the motion.

II. Sponsor Update

A. Update

CCP updates and bathroom usage updates under review at the legislative level for changes and prepare for any necessary adjustments. Additionally some discussion is needed to update the ESC contract modifications that have to be approved by 1/31/25.

III. Financials

A. Monthly Financial Report

Sam Sherwood made a motion to approve monthly financials.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Education/Program Report

A. Education/Program Report

The leadership team would like to engage the Floor Leads in field trip planning more to get them ready for the beginning of 2025 school year.

V. Admissions, Enrollment, & Marketing Report

A. Admissions, Enrollment, & Marketing Report

Admissions department is working hard with the 2025-26 enrollment tracking.
Marketing link has been added, and communication updates are generated.
Re-enrollment is completed, and open en-enrollment is where we are now.
Re-enrollment is done through a Pay Form that can be submitted at the time of re-enrollment, as well as for open enrollment.
T. Harrison wants a meeting on the dates to be in alignment for re-enrollment.

VI. Operations Report

A. Operations Report

Weather decisions and getting the message out to parents on or before 6am is the communication goal. The Development report for the Winter Benefit Event show that Menlo raised more than $30.000 towards the fundraising goal.

VII. Board Committees

A. Audit & Finance

Scheduling conflicts resulted in meeting cancellations.
Worked on the finance report, and currently working to recruit new members.
Monthly Board updates on the horizon include: on-boarding committee members, and continuing to work on contract audits.

B. Development

Unable to meet last month. Presently working to solidify the Spring Quiz Night Event, Walk-a-thon, and Adult Dinner event locations. The committee is in the early planning process.
Volunteers will be needed to assist with the events. A community engagement proposal is in the planning process for the next 4-5 months with seeking additional funding.

C. Diversity, Equity & Inclusion

No update since last meeting.

D. Enrollment Task Force

No update since last meeting.

E. Program Excellence Committee

MAP scores results are on track. Scores will continue to be monitored as the year goes on in an effort to measure program standards.
The Trimester 1 Survey results, the program delivery standards, and the state report cards will continue to be monitored for progress. The committee continues to search language options for students to choose that are consistent with the world cultures program.

VIII. Resolutions for Consideration: Strategic / Board

A. Refinance Update

Finalization in progress for 12/20/24.

B. Development Committee: OKR Modification - CapEx

Teri Harrison made a motion to Add an OKR under operations related to creating and beginning the execution of the plan for outdoor facility planning, and water tower art.
Jeffrey Sugalski seconded the motion.
Capitalization and facility planning discussions will be organized through the development committee.
The board **VOTED** unanimously to approve the motion.

Roll Call

Tiffany Randle	Aye
Shruti Aring	Aye
Twana Rogers	Absent
Jeffrey Sugalski	Aye
Sam Sherwood	Aye
Teri Harrison	Aye

C. Audit & Finance Committee: New Members

Sam Sherwood made a motion to Elect Emily Martis and Sang Kim as members of the audit and finance committee.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Teri Harrison	Aye
Sam Sherwood	Aye

Roll Call

Shruti Aring	Aye
Twana Rogers	Absent
Jeffrey Sugalski	Aye
Tiffany Randle	Aye

D. Audit & Finance Committee: Finance Communication

Teri Harrison made a motion to Approve the Fiscal Year 2024 finance communication as written.
Jeffrey Sugalski seconded the motion.
The report highlights information specific to MPAs finances for FY 2024
The board **VOTED** to approve the motion.

IX. Resolutions for Consideration: HR

A. Bonus: Instructional

Jeffrey Sugalski made a motion to Approve to present the bonuses as written to the bargaining unit for consideration.
Sam Sherwood seconded the motion.
End of Year Bonus is recommended for all eligible instructional staff. This proposal also includes above and beyond bonuses for certain instructional staff as recommended by administration, for work above and beyond job duties done in support of MPA's mission.
The board **VOTED** unanimously to approve the motion.

Roll Call

Jeffrey Sugalski	Aye
Shruti Aring	Aye
Sam Sherwood	Aye
Teri Harrison	Aye
Tiffany Randle	Aye
Twana Rogers	Absent

B. Merit: Instructional

Jeffrey Sugalski made a motion to Resolution to direct the bargaining team to present merit increases effective immediately based upon performance rating and evidence of progress toward achieving Gifted endorsement by the fourth year of service.
Sam Sherwood seconded the motion.
The School is proposing a Merit increase to go into effect immediately. The increases proposed take into consideration past years' performance ratings and current policy. This would allow for staff to receive a merit increase while contract negotiations continue.
The board **VOTED** unanimously to approve the motion.

Roll Call

Sam Sherwood	Aye
Twana Rogers	Absent

Roll Call

Tiffany Randle	Aye
Shruti Aring	Aye
Teri Harrison	Aye
Jeffrey Sugalski	Aye

C. Bonus: Admin

Jeffrey Sugalski made a motion to Approve the End-of-year Bonuses for Admininistrative staff.
Sam Sherwood seconded the motion.
End of Year Bonus is recommended for all eligible administrative staff.
The board **VOTED** unanimously to approve the motion.

Roll Call

Shruti Aring	Aye
Jeffrey Sugalski	Aye
Sam Sherwood	Aye
Teri Harrison	Aye
Tiffany Randle	Aye
Twana Rogers	Absent

D. Hiring

Shruti Aring made a motion to Increase C. Reale to Full Time status on same pay rate effective 12/20/24.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Jeffrey Sugalski	Aye
Twana Rogers	Absent
Sam Sherwood	Aye
Shruti Aring	Aye
Tiffany Randle	Aye
Teri Harrison	Aye

X. Resolutions for Consideration: Academic

A. Stipends

Shruti Aring made a motion to pay testing stipend of $100 C. Gessner and K. Baughman.
Teri Harrison seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Jeffrey Sugalski	Aye
Shruti Aring	Aye
Teri Harrison	Aye

Roll Call	
Twana Rogers	Absent
Sam Sherwood	Aye
Tiffany Randle	Aye

B. Gifted Cohort

The School is in contact with Tri-C and Ashland College in order to share more information with staff related to their Gifted endorsement courses and options, including virtual cohorts.

C. PSI Services

Teri Harrison made a motion to Authorize Jessica Esway to execute the amendment to MPA's service agreement with PSI Services up to the amount of $14,868.00 for Psychology Services.
Shruti Aring seconded the motion.
Added an addition 40 hours to contracted service hours for Psychologist to accommodate current need
The board **VOTED** unanimously to approve the motion.

Roll Call	
Tiffany Randle	Aye
Shruti Aring	Aye
Twana Rogers	Absent
Jeffrey Sugalski	Aye
Teri Harrison	Aye
Sam Sherwood	Aye

D. Referral Program

Sam Sherwood made a motion to Approve the Family and Staff Student Referral Program.
Jeffrey Sugalski seconded the motion.
Family Referral Program is a credit to MAT fees.
Staff Referral Program is a Stipend.
This program will be auto-renewed each school year, unless specific action is taken by the board to modify it. The intent is to clarify that the School does not need to approve the referral program each year.

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

XI. Resolutions for Considerations: Operations

A.

ESC Contract Modifications

Jeffrey Sugalski made a motion to Motion to Approve the Board Chair to Execute the Contract.
Tiffany Randle seconded the motion.
Modifications made with legal to verify matching policy provisions with 6.2 and 9.5.
The board **VOTED** unanimously to approve the motion.

Roll Call

Tiffany Randle	Aye
Jeffrey Sugalski	Aye
Teri Harrison	Aye
Twana Rogers	Absent
Sam Sherwood	Aye
Shruti Aring	Aye

B. Edison Program

Tiffany Randle made a motion to Approve Deborah Zeffren to execute the agreement with Champions for the management of the Edison Club program as presented.
Jeffrey Sugalski seconded the motion.
Not able to meet the January deadline, due to staffing shortage. Champions will send out digital registration and the school will help advertise to parents once a start date is finalized.

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

Roll Call

Jeffrey Sugalski	Aye
Teri Harrison	Aye
Twana Rogers	Absent
Shruti Aring	Aye
Tiffany Randle	Aye
Sam Sherwood	Aye

C. Painting and Wall Protection

Sam Sherwood made a motion to Approve D. Zeffren to execute the Agreement with Fresh Coat in the amount of $2560 for Paint and Wall Protections pending a Health and Safety Review.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Tiffany Randle	Aye
Jeffrey Sugalski	Aye
Sam Sherwood	Aye
Twana Rogers	Absent
Shruti Aring	Aye

Roll Call

Teri Harrison	Aye

D. Annual Report

Added a "Call for Action" page on the Annual Report to inform people about how they can support the school.

E. Vector Solutions

Jeffrey Sugalski made a motion to Motion to approve D. Zeffren to execute the contract with Vector Solutions in the amount of 841.50 for annual employee training.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Twana Rogers	Absent
Teri Harrison	Aye
Sam Sherwood	Aye
Shruti Aring	Aye
Tiffany Randle	Aye
Jeffrey Sugalski	Aye

XII. Other Business

A. Old Business

Jeffrey Sugalski made a motion to Motion to approve the hire of Kaitlyn Old as the virtual Development Associate for $25 hourly effective 12/2/24 on a part-time basis up to 20 hours per week.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Sam Sherwood	Aye
Shruti Aring	Aye
Twana Rogers	Absent
Tiffany Randle	Aye
Teri Harrison	Aye
Jeffrey Sugalski	Aye

B. New Business

None

XIII. Executive Session

A. Executive Session

None

XIV. 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,
Tiffany Randle

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.