APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Regular Meeting

Date and Time
Thursday January 16, 2025 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, January 16, 2025 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

Directors Absent
None

Guests Present
Allison Lentz (remote), Amber Tripphahn (remote), Beth Gray (remote), Deborah Zeffren, Jay Coston (remote), Jessica Esway, Kelly Baughman (remote), Liana Wiemels (remote), Michael

Crudder, Michelle Hudak (remote), Natasha Didytch (remote), Renee Dornan (remote), Rita Nelson, 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 Jan 16, 2025 at 6:01 PM.

B. Record Attendance

C. Public Comments

Welcomed the Admissions and commented them on the great job Liana and Natasha are doing.

II. Sponsor Update

A. Sponsor Update

The update included a progress report, and the materials were included for the governing authority report. There was mention made about any events attended, and T.Rogers confirmed her attendance at school sponsored events to meet the board requirement.

III. Financials

A. Monthly Financial Report

Jeffrey Sugalski made a motion to Approve the December Financials.
Shruti Aring seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Education/Program Report

A. Education/Program Report

Upcoming SEL series, Dr. Hughes will be coming to talk with the staff for PD.

MAP testing in progress and monitoring efforts are being made with DIBBLS and MAP testing.
The Spelling Bee is at the end of the month.

V. Admissions, Enrollment, & Marketing Report

A. Admissions, Enrollment, & Marketing Report

Discussed re-enrollment data. The school tour and testing event generated 42 attendees, 21 students were tested, and 3 of those qualified. Kids have been sent for assessments. A standing tour date on the MPA website is generating interests from families
.

VI. Operations Report

A. Operations Report

On 12/30/24 Menlo was closed for one day due to a flood in the building. D.Pannell and C. Wagner worked with Trident Restoration for clean up. Insurance claims were filed. Discussed the need for the installation of an alert system in the future that will notify staff of any water or other emergencies in advance when the building is unoccupied to avoid extensive future damages. Information was shared about a PowerSchool data breach. Communication will go out to MPA families. Excel was contacted and no other information to note at this time. ODE will be doing a federal funds audit.

VII. Board Committees

A. Audit & Finance

The response has been positive for parent volunteers for the Financial division. The Community School financial report was posted December 18, 2024. The committee is focusing on introductions, building financing, the school finance report, setting up a Google Drive, the finance audit, and SPED Funding.

Tiffany Randle made a motion to Approve A. Plumb-Larrick as a member of the Audit and Finance Committee. .
Sam Sherwood seconded the motion.
She currently works in automation, product testing, and industrial design is her background experience.

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

Roll Call

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

B. Development

The progress made on key objectives include funds raised in the amount of $51,811 towards the goal, database updates, and the donor engagement. Operations Director will be following up on donor database goals. Committee meetings have been changed to the Wednesdays instead of second Tuesdays of each month. The committee is working with the consultants on data integration, and account management. The Little Green Light committee project is complete. The Spring adult event is scheduled for May 9, 2025 at Menlo Park Academy.

C. Diversity, Equity, & Inclusion

The January meeting was cancelled, and the next meeting is scheduled for Friday, February 7, 2025 to work on organization around the reporting and working with PEC. S. Aring provided valuable reporting information from PEC. There will be a Charter up for a vote at the next meeting.

D. Enrollment Task Force

The committee highlighted the process on mapping and sources for leads, getting and enrolling students, working on Schoolmint for students, and evaluating the improvement. An option was presented that new recruitment and enrollment have free testing available with Dr. Dan. An idea was presented to collaborate with pre-schools for outreach to get parents more pre-empted on enrollment. It was noted there already are outreach communications in place for daycare and Pre-K. There was emphasis put on customer service, the enrollment response times, and the mobile capability of schoolmint, as applicable to admissions process.

E. Program Excellence Committee

Next meeting early next month February 2025. Otherwise nothing to record, at this time.

VIII. Resolutions for Consideration - Academic

A. Testing Stipends

Jeffrey Sugalski made a motion to Approve the Testing Stipends of $100 on January 9, 2025 for Kelly Baughman and Megan Dolar.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Field Trips

The Education Director is working with Great Lakes Tours on overnights.

C. Field Trip Procedures

Shruti Aring made a motion to Modify field trip procedures to include a payment of 50% MPA and 50% parents in the amount of $500.
Twana Rogers seconded the motion.
Due to the increase in field trip costs, the proposal was made for a 50/50 split for costs over $500. The Director of Operations is conversing with transportation company about the Kelly Island trip to use a school bus for Transporation. T. Randle has an interest to keep the cost at $500 per student, and T. Harrison would like a fundraiser to offset the cost to help school and families.

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

Roll Call

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

IX. Resolutions for Consideration - Strategic/Board

A. Finance Committee Members

Recorded and updated.

X. Resolutions for Consideration - HR

A. Resignations

Teri Harrison made a motion to Approve E. Wicks resignation effective 12/31/24 and L.Goodall resignation effective 1/15/25.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. New Hires

Teri Harrison made a motion to Approve the hire of Abigail McMaster, Randy Norfus, Autumn Carper.
Shruti Aring seconded the motion.
The board **VOTED** to approve the motion.
Jeffrey Sugalski made a motion to Approve to hire Randy Norfus for Daily Substitute teacher at the rate of $130/hour effective 1/17/25.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Sam Sherwood made a motion to Approve to hire Autumn Carper effective 1/22/25 at the rate of $18 hourly for 1:1 Aide.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Jeffrey Sugalski made a motion to Approve the hire of Erin Wicks as a building substitute effective 1/10/25.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Shruti Aring	Aye
Jeffrey Sugalski	Aye
Twana Rogers	Aye

Roll Call

Teri Harrison	Aye
Sam Sherwood	Aye
Tiffany Randle	Aye

XI. Resolutions for Considerations - Operations

A. Asset Disposal

Shruti Aring made a motion to Approve asset disposal from water damage.
Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Spring Sales-Based Fundraiser

Teri Harrison made a motion to Authorize flowers in place of the Fall fundraiser.
Twana Rogers seconded the motion.
Director of Operations will provide more information on what will take the place of the Fall fundraiser.

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

Roll Call

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

C. Sponsor Contract Modification

Jeffrey Sugalski made a motion to Approve Tiffany Randle or Deborah Zeffren to execute the sponsor contract modification with ESC.
Teri Harrison seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Twana Rogers	Aye
Sam Sherwood	Aye
Teri Harrison	Aye

Roll Call

Tiffany Randle	Aye
Shruti Aring	Aye
Jeffrey Sugalski	Aye

D. K-Company

Shruti Aring made a motion to Approve the K-Company quote for the software upgrade for the hvac control for $1,794.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Blocksi

Jeffrey Sugalski made a motion to Approve Deborah Zeffren to authorize to remove the contract with Blocksi, and execute a new agreement with Blocksi.
Sam Sherwood seconded the motion.
Blocksi tracks chromebooks uses with an alert system for inappropriate activity on websites, to allow teachers to monitor chromebooks. The Operations Director will check the previous contract, and require authorization to move forward with the new contract.

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

Roll Call

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

Jeffrey Sugalski made a motion to Authorize D. Zeffren to remove the contract with Blocksi.

Sam Sherwood seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Sam Sherwood made a motion to Approve D. Zeffren to Executive a new agreement with Blocksi.
Jeffrey Sugalski seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

XII. Other Business

A. Old Business

The January date for the Strategic Planning Session need to be changed. No final date set. T. Randle wants information on the roles and responsibilities for next year, and Dr. Crudder is to be be a part of the discussion. The Skip Level meetings dates are to be announced in February. The process provides an opportunity for all staff to meet with Board members to provide feedback during a 30-minute segment.

B. New Business

J. Esway is the designated backup person to take Minutes in Rita Nelson's absence.

XIII. Executive Session

A. Executive Session

Teri Harrison made a motion to enter in to executive session to discuss the performance of a public employee.
Twana Rogers seconded the motion.
Roll call vote to enter enter in to executive session to discuss the performance of a public employee

Teri Harrison - aye
Tiffany Randle- aye
Shruti Aring - aye
Twana Rogers-aye
Sam Sherwood- aye
Jeff Sugalski-aye

enter into executive session at 7:26pm

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

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

A. Lentz was invited into the Executive Session to discuss the performance of a public employee.

Shruti Aring made a motion to Adjourn the Executive Session.
Twana Rogers seconded the motion.
Executive session Adjourned at 8:46pm.
The board **VOTED** unanimously to approve the motion.

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

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 7:16 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.