



# Menlo Park Academy Governing Board

## Working Session

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### Date and Time

Thursday May 6, 2021 at 6:00 PM EDT

### Location

Virtual Meeting

[meet.google.com/efu-bgoj-onx](https://meet.google.com/efu-bgoj-onx)

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OUR MISSION: Menlo Park Academy is a public school that nurtures gifted children through an exemplary program and rewarding experiences which develop the whole child.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order		Teri Harrison	1 m
<b>B.</b> Record Attendance and Guests		Susan Dornan	1 m
<b>II. Discussion Topics</b>			<b>6:02 PM</b>
<b>A.</b> Purchasing Process & Budget Guidelines	Discuss	Tiffany Randle	10 m

	Purpose	Presenter	Time
<b>B.</b> MPA Alumni Association Program	FYI	Carol Ryan	1 m
<b>C.</b> MPA Diversity, Equity, and Inclusion (DEI) Statement	FYI	Carol Ryan	5 m
<b>D.</b> 3rd Trimester Stipend Payments	Discuss	Seamus O'Hara	5 m
<b>E.</b> Job Descriptions - Instructional Staff	Discuss	Lesley Gillen	5 m
<b>F.</b> Mobile Tek Service Agreement Addendum	Discuss	Sarah O'Bryan	10 m
<b>III. Action Items</b>			<b>6:38 PM</b>
<b>A.</b> Enrollment & Advancement Team: Job Descriptions	Vote	Carol Ryan	10 m
<b>B.</b> Faculty Renewals	Vote	Seamus O'Hara	10 m
<b>C.</b> Digital Marketing Audit Proposal, and Video Production FYI	Discuss	Carol Ryan	5 m
<b>D.</b> Testing Stipends	Vote	Sarah O'Bryan	2 m
<b>E.</b> Substitute Teacher Hire	Vote	Seamus O'Hara	2 m
<b>F.</b> Admissions Referral Bonuses	Vote	Sarah O'Bryan	5 m
<b>IV. Executive Session</b>			<b>7:12 PM</b>
<b>A.</b> Executive Session	Vote	Teri Harrison	30 m
<b>V. Closing Items</b>			<b>7:42 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Teri Harrison	1 m