

APPROVED



## Menlo Park Academy Governing Board

### Minutes

#### Board Working Session

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##### **Date and Time**

Thursday January 3, 2019 at 6:00 PM

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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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##### **Directors Present**

Carol Ryan, Fraser Hamilton Sr, Richard Hronek, Suzanne McFarland, Teri Harrison

##### **Directors Absent**

*None*

##### **Directors who arrived after the meeting opened**

Richard Hronek

##### **Guests Present**

Barbee Thomas, Dave Massa, Jeff Jaroscak, Melissa McCarthy

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

Teri Harrison called a meeting to order on Thursday Jan 3, 2019 at 6:04 PM.

## II. New section

### A. Minutes

Fraser Hamilton Sr made a motion to table the vote on the minutes from 12/3/18 and 12/13/18.

Carol Ryan seconded the motion.

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

## III. HoS/ED Efforts

### A. Details

Board discussed the status of the HOS/ED search efforts. Reviewed prior documents. Enrollment priority driving the need for Communications Director.

### B. Sample Documents

Sample documents from other schools were reviewed.

### C. Actions & Timeline

Rich Hronek will gather information and prepare a revised job description for the head of school by the next board meeting on January 17th.

Carol Ryan will develop a job description for a Director of Communication before the January 17th meeting.

Rich Hronek will form focus group sessions.

Barbee Thomas and Dave Massa will look into options for a part time development person.

## IV. Staff Action Items

### A. 11.6 Goals - Update

Richard Hronek arrived.

The document uploaded was not redlined. The item will be discussed at the next meeting.

### B. New Hires

Carol Ryan made a motion to table the hiring decision of Carla Biggert pending more information.

Fraser Hamilton Sr seconded the motion.

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

Carol Ryan made a motion to hire Kelly Fortune-Somerville at \$10.00 per hour not to exceed 40 hours per week for the duration of the Business Office Associate's leave.

Fraser Hamilton Sr seconded the motion.

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

### C. Technology and Internet Acceptable Use Policy (Policy #232)

Fraser Hamilton Sr made a motion to approve the update in the technology policy to include the following: "Damage to or loss of MPA purchased technology (including but not limited to: Chromebooks, iPads, charging carts, charging cube trays, and/or power cords/chargers), whether intentional or unintentional, may result in the student being charged a fee, potentially up to the full repair or replacement cost."

Carol Ryan seconded the motion.

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

## V. Executive Session

### A. Executive Session

Fraser Hamilton Sr made a motion to go into executive session to discuss the performance of a public employee.

Richard Hronek seconded the motion.

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

#### Roll Call

Carol Ryan	Aye
Teri Harrison	Aye
Richard Hronek	Aye
Suzanne McFarland	Aye
Fraser Hamilton Sr	Aye
Stacy Stuhldreher	Absent

Invited to stay: Jeff Jaroscak and Dave Massa.

Executive session ended at 8:57 pm.

Fraser Hamilton Sr made a motion to retain an independent third party to investigate a complaint made to the board.

Carol Ryan seconded the motion.

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

## VI. Closing Items

### A. Adjourn Meeting

Carol Ryan made a motion to adjourn the meeting.

Fraser Hamilton Sr seconded the motion.

The team **VOTED** unanimously 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 9:00 PM.

Respectfully Submitted,

Teri Harrison