APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday February 21, 2019 at 6:45 PM

Location
2149 W. 53rd Street, Cleveland, Ohio

OUR MISSION: Menlo Park Academy is a public school that develops the potential of gifted learners through an exemplary program of rewarding experiences that nurtures the whole child.

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

Directors Absent
None

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Barbee Thomas, Dave Massa, Janie Zell, Jason Aring, Jeff Jaroscak, Melissa McCarthy, Nadia Dreger, Susan Dornan

I. Opening Items

A. Record Attendance and Guests

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 Feb 21, 2019 at 6:45 PM.

II. Public Comments

A. Public Comments

There were no public comments

III. Board Meeting Minutes Approval

A. Minutes - 6/25/18 Special Meeting

Suzanne McFarland made a motion to approve minutes from the Special Meeting on 06-25-18 Special Meeting on 06-25-18.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Suzanne McFarland	Aye
Fraser Hamilton Sr	Aye
Carol Ryan	Abstain
Richard Hronek	Aye
Teri Harrison	Aye

B. Minutes - 11/15/18 Regular Meeting

Carol Ryan made a motion to table the minutes.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Minutes - 12/3/18 Working Session

Fraser Hamilton Sr made a motion to approve minutes from the Board Working Session on 12-03-18 pending editorial changes Board Working Session on 12-03-18.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Minutes - 2/7/19 Working Session

Fraser Hamilton Sr made a motion to approve minutes from the Board Working Session on 02-07-19 Board Working Session on 02-07-19.
Carol Ryan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Carol Ryan	Abstain

Roll Call

Fraser Hamilton Sr	Aye
Suzanne McFarland	Aye
Teri Harrison	Aye
Richard Hronek	Aye

IV. Sponsor Update

A. Sponsor Update

The governing update dealt with financial oversight. The February site visit is scheduled for next week. It will focus on staff interviews and a review of 11.6 goals.

V. Treasurer Report

A. Monthly Financials

The January financial highlights: We were funded on 503 FTE's. The 17/18 financial audit is wrapping up.
Carol Ryan made a motion to acknowledge receipt of the January financials.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. School Director Report

A. Monthly Report

The February director's report was presented.

B. Summer Camp Program

The basic summer camp proposal was presented.
Carol Ryan made a motion to create summer camp counselor position with a stipend of $175.00 per day + assumed benefits. number of positions is depending on enrollment numbers in summer camp.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Development Plan Execution

The annual appeal letters will be sent out soon.

D. 2019-20 School Calendar

Carol Ryan made a motion to approve the 19/20 calendar pending the changes discussed.
Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.
Changes to the submitted calendar: Switch the teacher professional development days from January 21st to January 6th, March 20th to March 30th. Adding a professional development day on December 2nd. The February 13th Parent/Teacher conference day will be partly dedicated to teacher professional development. The last day of school will be May 29th 2020.

E. Sponsor Monthly Enrollment Verification

The Board reviewed February's monthly enrollment verification.

F. ESL

100 students were screened with the OLEPA screening test. 25 students were identified as needing ESL services. PSI has presented a proposal to create a plan for each student who has qualified for ESL services.
Suzanne McFarland made a motion to authorize Stacy Stuhldreher to execute the revised agreement with PSI services to include ESL students.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Hiring

Richard Hronek made a motion to hire Carla Biggert as a teaching assistant at a salary of $21,500.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Stipends

Upcoming stipends were discussed.

VII. Systems Manager Report

A. Monthly Report

The chromebook roll out went smoothly. Students in grades 2-8 are one-one with devices.

B. Operations Reports

VIII. Admissions Manager Report

A. EGOP Report

EGOP report was given.

IX. Executive Management Team

A. 2019-20 Staffing

Candidates have been asked to come in for a preliminary interview for the Director of Communications position. After all preliminary interviews are finished, a select few will be asked to come in for a second interview and the board will be invited to join.

B. Job Descriptions

Carol Ryan made a motion to approve the Director of Communications job description as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to approve the changes to the School Director job description as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Carol Ryan made a motion to approve the changes to the Admissions Manager job description with editorial changes.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to approve the Systems Director job description as presented.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Richard Hronek	Aye
Fraser Hamilton Sr	Aye
Teri Harrison	Aye
Carol Ryan	No
Suzanne McFarland	Aye

C. Teacher Recruitment, Hiring and Retention

Suzanne McFarland presented informational materials for a proposed model for teacher recruiting, hiring and retention.

X. Marketing

A. EGOP Execution Report

Marketing postcards are being directed to pre-school students in advance of our Kindergarten Information Night in March. Radio and print ads have been placed. We are committed to attending Family Fairs at Crocker Park and Pinecrest.

XI. Executive Session

A.

Executive Session

Fraser Hamilton Sr made a motion to call an executive session to discuss the performance of a public official. Invited in are Dave Massa and Jeff Jaroscak.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Entered into Executive Session at 9:00 p.m Exited Executive Session at 9:30 p.m.
Fraser Hamilton Sr made a motion to enter into Executive Session to discuss the performance of a public employee.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Invited in are Dave Massa and Jeff Jaroscak. Entered into Executive Session at 9:39 p.m. Exited Executive Session 10:09 p.m.

XII. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr made a motion to adjourn the meeting.
Suzanne McFarland seconded the motion.
The board **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 10:10 PM.

Respectfully Submitted,
Teri Harrison