

APPROVED



## Menlo Park Academy Governing Board

### Minutes

#### Regular Board Meeting

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

Thursday February 21, 2019 at 6:45 PM

##### **Location**

2149 W. 53rd Street, Cleveland, Ohio

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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.

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##### **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

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#### **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**

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

Fraser Hamilton Sr	Aye
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#### **Roll Call**

Carol Ryan	Abstain
Richard Hronek	Aye
Suzanne McFarland	Aye
Teri Harrison	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**

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

Carol Ryan           Aye

Teri Harrison       Aye

Suzanne McFarland Aye

Richard Hronek     Aye

Fraser Hamilton Sr 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**

Suzanne McFarland Aye

Fraser Hamilton Sr Aye

Richard Hronek     Aye

Teri Harrison       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