APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday November 21, 2019 at 6:00 PM

Location
2149 W. 53rd Street, Cleveland, Ohio

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.

Directors Present
Cindy Wang, Dante Giancola, Fraser Hamilton Sr, Susan Dornan, Suzanne McFarland, Teri Harrison

Directors Absent
Richard Hronek

Guests Present
Dave Massa, Jeff Jaroscak, Melissa McCarthy, Tara Schmitt

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 Nov 21, 2019 at 6:03 PM.

II. Public Comments

A. Public Comments

There were no public comments.

III. Board Meeting Minutes Approval

A. Meeting Minutes-10/17/19

Suzanne McFarland made a motion to approve minutes from the Regular Board Meeting on 10-17-19 Regular Board Meeting on 10-17-19.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Update

A. Sponsor Update

Dr. Jaroscak informed the board that the Educational Service Center of Lake Erie West has received a rating of Exemplary on the Sponsor Performance Review.
Dr. Jaroscak provided a review of Menlo Park's Annual Performance Review from ESCLEW.
A site visit was conducted at Menlo Park Academy on October 28, 2019. A report from that site visit was sent to all board members.
A site visit was conducted at the school on November 21, 2019 (today). A detailed report will be sent shortly.
The board was asked to review the results of a financial conference call that took place between the school's treasurer and ESCLEW's Financial Oversight Specialist. No red flags were noted.
Dr. Jaroscak reviewed the November Governing Authority newsletter and directed the board's attention to some upcoming compliance items.

V. Treasurer Report

A. October 2019 financials

October financials were discussed.
Fraser Hamilton Sr made a motion to acknowledge receipt of the October financials.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. FY20 Budget Update

Fraser Hamilton Sr made a motion to approve the updated 19/20 annual budget.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.
The annual budget was discussed.

C. 5 Year Forecast

The 5 year budget was discussed.
Fraser Hamilton Sr made a motion to approve the 5 year forecast as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. September 2019 Financials

Fraser Hamilton Sr made a motion to acknowledge receipt of the September financials.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. School Operations Reports

A. Head of School Report

Tara Schmitt spoke on the activities happening around the school including coffee and conversation with Dr. Rimm and the 4th grade ELA curriculum meeting.

Fundraising was discussed focusing on Grandparent's Day and Giving Tuesday.

B. Monthly Enrollment Verification

Fraser Hamilton Sr made a motion to acknowledge receipt of the monthly enrollment verification.
Cindy Wang seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Summer 2019 Policy Updates

Susan Dornan made a motion to approve the policies as presented with the exception of policy # 317 which will be tabled for further review. (policies are listed below).
Cindy Wang seconded the motion.
The board **VOTED** unanimously to approve the motion.
The following policies were approved on 11/21/19
148.8 Federal Grants Procurement, Monitoring, and Administration
148.10 Cost Principles and Financial Management for use of Federal Funds
204.16 Cyber Threat
241.5 Enrollment and Residency Policy
242.1 Security Provisions for Statewide Assessment Tests

244.1 Graduation Requirements - Classes of 2018, 2019 and 2020 Only
244.2 Physical Education Waiver
245 Promotion and Retention Policy
248 At-Risk Policy
251 Attendance/Truancy/Withdrawl
318 Other Employees

D. Communications Director Report

Tara Schmitt spoke on the Communications Director's report. The open house was very well attended and 3 of students who attended have enrolled for this year. Re-enrollment has opened and responses are coming in.

E. Acceptance of Donation

Fraser Hamilton Sr made a motion to approve the donation of an OfficeJet Pro 8020.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to accept a donation of Foodini 3D printer.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Student Grouping Size Guidelines

Suzanne McFarland made a motion to approve the Student Grouping Size Guidelines as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Sponsor November Policy Review & Update

Fraser Hamilton Sr made a motion to acknowledge review of Policy #242 Student Assessment and Academic Intervention Services and policy #204.14 Career Advising and Student Success Plans.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. 2018-19 Annual Report

The annual report was discussed.

I. Annual Performance Report From Sponsor

The Annual Performance Review was discussed.

VII. Board Updates

A.

Revisions to Health Policies

The following policies were reviewed and updated:
#410 Head Lice Infestations
#411 Direct Contact Communicable Disease Policy
#412 AIDS Policy
#414 Bed Bug Infestations
#415 Use of Animals in the Classroom or on School Premises
Fraser Hamilton Sr made a motion to approve the updates to the health policies as presented pending legal review.
Cindy Wang seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into Executive Session to discuss pending litigation at 8:42pm. Tara Schmitt, Dr. Jaroscak and Dave Massa invited into Executive Session.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Dante Giancola	Aye
Teri Harrison	Aye
Richard Hronek	Absent
Susan Dornan	Aye
Suzanne McFarland	Aye
Fraser Hamilton Sr	Aye
Cindy Wang	Aye

Teri Harrison made a motion to exit Executive Session at 9:16pm.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

Teri Harrison made a motion to adjourn the meeting at 9:17pm.
Susan Dornan 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 9:17 PM.

Respectfully Submitted,
Susan Dornan