APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday December 19, 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, Richard Hronek, Susan Dornan, Suzanne McFarland

Directors Absent
Teri Harrison

Directors who arrived after the meeting opened
Dante Giancola, Richard Hronek

Directors who left before the meeting adjourned
Cindy Wang

Guests Present
Barbee Thomas, Jeff Jaroscak, Rachel Tangen, Tara Schmitt

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Suzanne McFarland called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Dec 19, 2019 at 6:02 PM.

II. Public Comments

A. Public Comments

There were no public comments.

III. Board Meeting Minutes Approval

A. Meeting Minutes-11/21/2019

Suzanne McFarland made a motion to approve the minutes from Regular Board Meeting on 11-21-19.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dante Giancola arrived.

IV. Board Updates

A. Committee Reports

Cindy Wang provided findings and recommendations from recent Finance Committee audit and investigation.
Richard Hronek arrived.
Cindy Wang left.

V. Sponsor Update

A. Sponsor Update

Dr. Jaroscak referred the board's attention to the Sponsor Update for this month. There are a number of compliance items due for upload and links to professional development opportunities, including one for gifted teachers.
A site visit was conducted at Menlo Park Academy on December 19. A report from that site visit will be sent to all board members. The site visit included the following:

- Review of special education files
- Interview of parents
- Review of attendance procedures

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.

VI. School Operations Reports

A. Head of School Report

Tara Schmitt expressed gratitude to Janie Zell, Renee Dornan and Susan Dornan for the planning of the Winter Benefit scheduled for 12/20/2019.
In recent weeks there have been several charitable donations received by both new and established Menlo families.

B. Monthly Enrollment Verification

Fraser Hamilton Sr made a motion to acknowledge receipt of the monthly enrollment verification.
Richard Hronek seconded the motion.
Dr. Jaroscak stated that enrollment verification can be either a monthly random sample or done annually for all Menlo students.
The board **VOTED** unanimously to approve the motion.

C. Acceptance of donation

Fraser Hamilton Sr made a motion to accept the donation of an electronic piano.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Enrollment Update

Seven new students starting in January 2020.
Tara Schmitt stated she was planning to develop a retention and recruitment plan
Tara Schmitt discussed reenrollment progress

E. Communications Director Report

Open House planned for January 18, 2020.
Plan for new Menlo Park Academy website to be live in mid-January.
Discussion of various advertising strategies.

F. Trimester 1 Stipends

Fraser Hamilton Sr made a motion to approve stipends as presented except for correction of typo for Floor co-lead K. Kacic Trimester 1 Stipend presented as $600, correct amount known to be $200.

Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. 2019 Year End Staff Bonus

Fraser Hamilton Sr made a motion to approve 2019 Year End Staff Bonuses as presented.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. 11.6 Goals

Fraser Hamilton Sr made a motion to table review of 11.6 goals.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. New Hire-Substitute Teacher

Fraser Hamilton Sr made a motion to table vote until further details provided from Tara Schmitt.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to reinstate Ms. Jen Sekorky as a substitute teacher.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Executive Session

A. Executive Session

No executive session occurred.

VIII. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr made a motion to adjourn meeting.
Dante Giancola 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 7:23 PM.

Respectfully Submitted,
Susan Dornan