APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday August 20, 2020 at 6:00 PM

Location
Virtual Meeting:

Meeting ID
meet.google.com/spt-bfjd-jeo

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
Dante Giancola, Fraser Hamilton Sr, Melissa Picone (remote), Richard Hronek (remote), Susan Dornan (remote), Suzanne McFarland (remote), Teri Harrison (remote), Tiffany Randle (remote)

Directors Absent
None

Directors who arrived after the meeting opened
Dante Giancola

Guests Present
Anthony Moujaes (remote), Barbee Thomas (remote), Dave Massa (remote), Erin Armstrong (remote), Jeff Jaroscak (remote), Jennifer Ingraham (remote), Melissa McCarthy (remote),

Rachel Tangen (remote), Rebecca Moore (remote), Sarah Grady (remote), Sarah O'Bryan (remote), Seamus O'Hara (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Susan Dornan called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Aug 20, 2020 at 6:02 PM.

II. Public Comments

A. Public Comments

There were no public comments.

III. Meeting Minutes

A. Minutes-7/16/20 Regular Board Meeting

Melissa Picone made a motion to approve the minutes from Regular Board Meeting on 07-16-20.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Meeting Minutes-7/29/20 Executive Committee Meeting

Melissa Picone made a motion to approve the minutes from Executive Committee Meeting on 07-29-20.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Minutes-8/16/20 Executive Committee Meeting

Melissa Picone made a motion to approve the minutes from Executive Committee Meeting on 08-16-20.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Minutes-Working Session 8/6/2020

Melissa Picone made a motion to approve the minutes from Working Session on 08-06-20.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Update

A. Sponsor Update

Sponsor representative Dr. Jeffrey Jaroscak presented the following report to the board. Please note that due to the coronavirus school closure and the board's desire to conduct its meetings as expeditiously as possible, Dr. Jaroscak's report was delivered via email ahead of the meeting:

As of today we have seen a slight increase in communications from ODE, but still not a great deal of guidance in terms of reopening. Schools boards are really left to make the decision about reopening. There has been more guidance in terms of special education. At this point we are focused on the August 21 Remote Learning Plan deadline and making sure that our school submit the proper forms.

You should have received the August Governing Authority Update. It contains information regarding site visits going forward. We will conduct site visit remotely for the near future. I am in the midst of sending meeting invitations to directors at this time. The "site visits" will begin on August 17.

We conducted the annual statewide meeting last week. We had over 300 participants. Although we are just going through session evaluations, the response seems to be positive.

V. Treasurer Report

A. Monthly Report

The July financials were discussed.

B. Financial Statements

Richard Hronek made a motion to accept July financial statement as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. School Director Report

A. School Director Report

Seamus O'Hara reported on staff in-service training.

B. Systems Report

Barbee Thomas spoke on basement water issue improvement, the repair of the bricks and a window repair. Technology is being distributed, we are still waiting for a delivery of the 2 in 1 devices for K-1.

C.

High School Courses

Richard Hronek made a motion to approve the high school credit courses as presented.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Communications Director Report

A. Communications and Enrollment

Anthony Moujaes spoke on his first 2 weeks at Menlo. Fall enrollment activities are going on as planned. The Information meetings were well attended, recorded and uploaded for parents to watch.

VIII. Board Business

A. CQC & PD Update

Teri Harrison made a motion to approve the updated CQC and professional development policy as presented.
Melissa Picone seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. New Hires

Suzanne McFarland made a motion to hire Allison Noga as a teacher for an annual salary of $43,000.
Teri Harrison seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Facility

D. Job Descriptions

Teri Harrison made a motion to approve the revised job descriptions as presented.
Melissa Picone seconded the motion.
The following job descriptions were revised:
Registrar, Receptionist & Student Services Coordinator, HR & Finance Coordinator, School Operations Manager, Menlo Learning Lab Coordinator.
The board **VOTED** unanimously to approve the motion.

E. 2020-21 Org. Chart

Teri Harrison made a motion to approve the 2020-21 org. chart as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. COVID-19 Task Force

A. Task Force Update

Susan Dornan spoke on the return to school plan and the readiness of the building for in-building learning. The Menlo Learning Lab was discussed.

B. Remote Learning Plan

Richard Hronek made a motion to authorize Terri Harrison to execute the resolution of the remote learning plan to ODE.
Melissa Picone seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Face Mask Policy

Susan Dornan made a motion to approve policy 411.1 Use of Face Masks/Coverings as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Executive Session

A. Executive Session

Suzanne McFarland made a motion to enter into Executive Session to discuss the discipline of a public employee.
Teri Harrison seconded the motion.
Invited in: Jeff Jaroscak, Sarah O'Bryan, Seamus O'Hara, Dave Massa
Session started at 7:17

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

Roll Call	
Tiffany Randle	Aye
Melissa Picone	Aye
Dante Giancola	Absent
Suzanne McFarland	Aye
Susan Dornan	Aye
Teri Harrison	Aye
Richard Hronek	Aye
Fraser Hamilton Sr	Absent

Dante Giancola arrived.
Executive Session ended at 7:32

XI. Termination of Contract

A.

Termination of Contract

Suzanne McFarland made a motion to waive the fine of $2500 for termination of contract for Christine Werling.
Richard Hronek seconded the motion.
The motion did not carry.
Suzanne McFarland made a motion to report the termination of contract by Christine Werling to Ohio Department of Education.
Tiffany Randle seconded the motion.
The board **VOTED** to approve the motion.
The following letter to be sent to Christine Werling notifying them of the complaint:

Dear <Employee Name>:

Please be advised that your resignation from your current position at <School Name>, dated <Date>, has been received. However, this date falls after the July 10th deadline for termination of your contract, per Ohio Revised Code 3314.103.· 3314.103 Termination of contract prior to termination of annual session.

No community school teacher shall terminate the teacher's contract after the tenth day of July of any school year or during the school year, prior to the termination of the annual session, without the consent of the community school's governing authority or operator, and such teacher may terminate the teacher's contract at any other time by giving five days' written notice to the employing governing authority or operator. Upon complaint by the employing governing authority or operator to the state board of education and after investigation by it, the license of a teacher terminating the teacher's contract in any other manner than provided in this section may be suspended for not more than one year.

As used in this section, "teacher" has the same meaning as in section 3319.09 of the Revised Code.

Added by 131st General Assembly File No. TBD, HB 113, §1, eff. 9/14/2016.

Please note that your intent to resign was submitted by you without the consent of the school’s governing authority or operator. Therefore a complaint is being filed with the Ohio Department of Education’s Office of Professional Conduct in accordance with the ORC referenced above.

Yours in Education,

XII. Executive Session

A.

Executive Session

Teri Harrison made a motion to enter into Executive Session to discuss pending litigation.
Melissa Picone seconded the motion.
Seamus O'Hara, Jeff Jaroscak, and Sarah O'Bryan invited into Executive Session.
Executive Session entered at 7:41pm
Executive Session exited at 7:44 pm
The board **VOTED** to approve the motion.

Roll Call

Fraser Hamilton Sr	Aye
Suzanne McFarland	Aye
Dante Giancola	Aye
Melissa Picone	Aye
Susan Dornan	Aye
Tiffany Randle	Aye
Teri Harrison	Aye
Richard Hronek	Aye

XIII. Execution of Agreement

A. Execution of Agreement

Suzanne McFarland made a motion to give Teri Harrison permission to execute settlement agreement with Stacy Stuhldreher.
Dante Giancola seconded the motion.
The board **VOTED** to approve the motion.

XIV. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into executive session to discuss the performance of a public official.
Richard Hronek seconded the motion.
Executive Session entered at 7:45pm.
Executive Session exited at 8:06pm
The board **VOTED** to approve the motion.

Roll Call

Teri Harrison	Aye
Suzanne McFarland	Aye
Dante Giancola	Aye
Melissa Picone	Aye
Susan Dornan	Aye
Fraser Hamilton Sr	Aye
Tiffany Randle	Aye
Richard Hronek	Aye

XV. Job Descriptions

A. Job Descriptions, Compensation, and Reporting Structure

Susan Dornan made a motion to approve job descriptions, compensation, and reporting structure as presented for Melissa McCarthy, Jenny Polasko, Nereida Juarez, Barbee Thomas, David Berenson, Carla Biggert, and Jennifer Ingraham.
Richard Hronek seconded the motion.
See meeting documents for details.
Employee/Proposed New Title/ Proposed Compensation
Melissa McCarthy/Registrar/$17.34
Jenny Polasko/Receptionist & Student Service Coordinator/$15.50
Nereida Juarez/HR & Finance Coordinator/ $16.70
Barbee Thomas/School Operations Manager/$47,500
David Berenson/Director of Counseling/$40,800
Carla Biggert/Menlo Learning Lab Coordinator-Supplemental Position 1st Trimester/ $1500
Jennifer Ingraham/Admissions Manager/Incentive Based Compensation/ Performance bonus if enrollment goal of 609 is achieved by September 30th/ $3,000.
The board **VOTED** to approve the motion.

XVI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:07 PM.

Respectfully Submitted,
Susan Dornan