APPROVED

# Menlo Park Academy Governing Board

## Minutes

### Regular Board Meeting

**Date and Time**
Thursday September 17, 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**
Fraser Hamilton Sr (remote), Richard Hronek (remote), Susan Dornan (remote), Suzanne McFarland (remote), Teri Harrison (remote), Tiffany Randle (remote)

**Directors Absent**
Dante Giancola, Melissa Picone

**Guests Present**
Anthony Moujaes (remote), Dave Massa (remote), Dave Massa (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

Teri Harrison called a meeting of the board of directors of Menlo Park Academy Governing Board to order on Thursday Sep 17, 2020 at 6:05 PM.

## II. Public Comments

### A. Public Comments

Threre were no public comments

## III. Meeting Minutes

### A. Meeting-8/9/2020 Working Session

Suzanne McFarland made a motion to approve the minutes from Working Session on 08-09-20.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. Minutes-8/20/2020 Regular Meeting

Suzanne McFarland made a motion to approve the minutes from Regular Board Meeting on 08-20-20.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

### C. Minutes-9/3/2020 Working Session

Suzanne McFarland made a motion to approve the minutes from Working Session on 09-03-20.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

### D. Minutes-9/11/20 Executive Committee Meeting

Suzanne McFarland made a motion to approve the minutes from Executive Committee Meeting on 09-11-20.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

## IV. Sponsor Update

### A. Sponsor Update

Sponsor Update for 9-17-20 Menlo Park Academy Board meeting
Sponsor representative Dr. Jeffrey Jaroscak presented the following report to the board:

Please review the September Sponsor Update, of particular interest:

- A link to the Face mask Order provided by the Department of Health was provided
- Important Resident Educator dates and timelines were provided
- Information about Performance Framework Goals was shared. In addition, please review the following:
  - 11.6 Goal Templates will be coming out in the next weeks
  - Academic Goals should be cut and pasted from the 2019-2020 goals (unless you feel a need to change them)
  - Non-academic goals should be drafted as usual
  - A series of webinars will be announced in an attempt to streamline the submission process

Some upcoming professional development sessions have been announced:

- Technology Tuesday, every other Tuesday, beginning 9-15-20 (topics vary)
- Monday Morning Math every other Monday beginning 9-21-20
- Socio-Emotional Learning, Monday 9-14-20
- Keep checking our professional development page for archived sessions

On the compliance front:

- September's Site Visit will cover- school opening, 11.6 goals, and a review of the remote learning plan
- Check the Master Rubric of Site Visit and Epicenter Submissions

## V. Treasurer Report

### A. Monthly Report

Richard Hronek made a motion to acknowledge reciept of the August financials.
Suzanne McFarland seconded the motion.
Dave Massa spoke on the August Financial statements.
The board **VOTED** unanimously to approve the motion.

### B. Financial Statements

## VI. School Director Report

### A. School Director Report

Seamus O'Hara spoke on the state of the school. Attendance is about 99% attending. There is an inservice day on 9/18. Camp Nu Hop is partnering with Menlo for social emotional activities. K/1 Chromebooks are in and are being passed out.
Suzanne McFarland made a motion to approve stipends as presented.
Richard Hronek seconded the motion.
stipends are paid on a trimester basis.
The board **VOTED** unanimously to approve the motion.

### B. Global Studies Curriculum

Fraser Hamilton Sr made a motion to authorize Seamus O'Hara to enter into a curriculum sharing partnership with the University of California, Irvine for the 7/8th grade Global Studies Curriculum.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

### C. New Hire

## VII. Communications Director Report

### A. Communications and Enrollment

Anthonly Moujaes spoke on the communications and marketing activities including info nights and testing dates. The new website has been launched.

### B. Student Admission Testing

Jenn Ingraham spoke on the remote and inperson testing available now.
Fraser Hamilton Sr made a motion to authorize Jenn Ingraham to ontract with Dr. Sharon Hogan to conduct cognitive testing for enrollement into Menlo.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

## VIII. Board Business

### A. Facility

The contracted brick restoration has been finished. There are some leaks that still need to be resolved from the large amount of rain from last weekend. The basement flood restoration is wrapping up. The storm sewer backed up with the torrential rain and steps are being taken so it will not happen again.

### B. Policy Updates

Suzanne McFarland made a motion to table the policy update.
Susan Dornan seconded the motion.

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

### C. Program Delivery Standards

Fraser Hamilton Sr made a motion to approve the program delivery standards document as presented.
Susan Dornan seconded the motion.
Suzanne McFarland wouldl ike a section on education equity.
The board **VOTED** unanimously to approve the motion.

### D. Staff Adjustments

## IX. COVID-19 Task Force

### A. Task Force Update

Susan Dornan talked about Covid and the MLL. Including a new health order that requiers staff to notify and encourages parents to notify the school of a covid diagnosis within 24 hours. The school then has 24 hrs to notify the health department the school then has to notify the entire school of any covid diagnosis this notification can be by email or website notification. Susan found a contact name and a reporting template. A return to building plan is in the works.

## X. Salary Action Items

### A. Staff Salary Actions

Fraser Hamilton Sr made a motion to approve Jennifer Dove as the virtual coordinator for a salary up to $62,500.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.
Fraser Hamilton Sr made a motion to increase the salary of Jerrid Atkinson to $45,000 as Community Outreach and Enrollment Coordinator.
Suzanne McFarland seconded the motion.
The board **VOTED** to approve the motion.
Richard Hronek made a motion to increase the salary of David Berenson to $41,736.00.
Susan Dornan seconded the motion.
The board **VOTED** to approve the motion.
Richard Hronek made a motion to add Sarah Duplaga to the substitute teacher list at a rate of $115 per day called.
Susan Dornan seconded the motion.
The board **VOTED** to approve the motion.

## XI. Executive Session

### A. Executive Session

Teri Harrison made a motion to enter into executive session to discuss the appointment of a pulblic employee.
Suzanne McFarland seconded the motion.
entered in at 7:32 pm.  Invited in are Dave Massa, Jeff Jaroscak, Seamus O'Hara, Sarah O'Bryan,
Executive session exited at 7:54 pm.
The board **VOTED** unanimously to approve the motion.

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

Teri Harrison made a motion to enter into executive session to discuss the compensation of a public employee.
Fraser Hamilton Sr seconded the motion.
Entered into executive session at 7:54pm.
Executive session ended at 8:36 pm.
The board **VOTED** unanimously to approve the motion.

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

## XII. 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 8:44 PM.

Respectfully Submitted,
Susan Dornan