APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday October 15, 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 (remote), 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, Richard Hronek

Guests Present
Anthony Moujaes (remote), Barbee Thomas (remote), Dave Massa (remote), Erin Armstrong (remote), Jeff Jaroscak (remote), Marilyn Wright (remote), Marilyn Wright (remote), Melissa

McCarthy (remote), Nicole Shedden (remote), Sarah Grady (remote), Sarah O'Bryan (remote), Seamus O'Hara (remote), Veronica King (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 Oct 15, 2020 at 6:02 PM.

II. Public Comments

A. Public Comments

There were no public comments.

III. Meeting Minutes

A. Meeting - 9/17/20 Regular Meeting

Susan Dornan made a motion to approve the minutes from Regular Board Meeting on 09-17-20.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Meeting-10/1/2020 Working Session

Susan Dornan made a motion to approve the minutes from Working Session on 10-01-20.
Tiffany Randle seconded the motion.
The board **VOTED** unanimously to approve the motion.
Frasier Hamilton has resigned from the Board. The board would like to extend their gratitude for all his hard work with the building construction.
Richard Hronek arrived.

IV. Sponsor Update

A. Sponsor Update

Jeff Jarosack's sponsor update:
You should have received a link to the October Sponsor Update. As a reminder, the updates remain posted on the ESCLEW Website. I would like to draw your attention to the following items contained in the update:

- **While the specifics about how to assess school quality in times of a pandemic remain elusive, one thing is for sure-the responsibility of assessing the performance of Community Schools rests with the sponsor. To that end we are moving forward with the Contract Performance Framework Goals. You will hear directors and school staff refer to these as 11.6 goals. Draft goals are due on October 31. We are asking that schools maintain the academic goals that they established in 2019 and craft new non-academic goals in the same way they have in the past.**
- **Please see the section about academic services. Basically, there has been no relief regarding the requirement that schools conduct KRA and reading diagnostic testing.**

Other items of note:

- **In an effort to ensure that our schools are continuing to provide the required minutes of specially designed instruction (SDI) to special education students, we are holding special education check-ins (and follow up sessions) with out schools. Menlo's session was conducted on October 1. Staff from ESCLEW met virtually with Seamus and Beth Turk to ensure that the school was providing the services and tracking them accurately. Menlo is in good shape in that regard.**
- **A virtual site visit was conducted on September 22. The items that were reviewed included:**
  - **A thorough review of student enrollment and attendance to ensure that Menlo can account for all instructional hours contained in the Remote Learning Plan -the school is compliant on this item**
  - **11.6 goals-we talked about the submission process**
  - **I ensured that Menlo is following the Remote Learning Plan as it is written. The school was compliant on this item.**
- **The October site visit is scheduled for 10-23. The items that will be discussed are:**
  - **Actual School enrollment**
  - **Review progress towards submission of 11.6 goals**
  - **A review of the Remote Learning Plan**

V. Treasurer Report

A. Monthly Report

B. Financial Statements

Melissa Picone made a motion to acknowledge receipt of the September financials. Tiffany Randle seconded the motion.

Dave Massa spoke on the September Financials
The board **VOTED** unanimously to approve the motion.

C. FY21 Budget Update

Dave Massa spoke on the 20/21 budget.

VI. School Director Report

A. School Director Report

Seamus O'Hara spoke on the director's report.
Suzanne McFarland made a motion to table the vote to approve the 11.6 goals.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Monthly enrollment verification

Suzanne McFarland made a motion to acknowledge review of the monthly enrollment verification report.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Club Agreement

Richard Hronek made a motion to authorize Seamus O'Hara to execute the agreement with Mad Science as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. 2020-21 Performance Framework Goals

Seamus O'Hara spoke on the 11.6 goals.
Dante Giancola arrived.
Suzanne McFarland made a motion to table the motion to approve the 11.6 goals.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.

E. Tuition Reimbursement Policy Exception

Suzanne McFarland made a motion to increase the tuition reimbursement maximum for the 20/21 school year for Brittany Harraman to $4000.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Communications Director Report

A. Communications and Enrollment

Anthony Moujaes spoke on the upcoming open house, the new website, social media ads, the new enrollment and outreach coordinator has started to develop relationships with preschools.

B. 2020-21 Parent - Student Handbook

Suzanne McFarland made a motion to table the vote on the Parent Student 20/21 handbook.
Richard Hronek seconded the motion.
Anthony Moujaes presented the 20/21 Parent Student handbook for approval.
The board **VOTED** to approve the motion.

C. 2020-21 Development Plan

Suzanne McFarland made a motion to approve the Development Plan as presented.
Susan Dornan seconded the motion.
The board **VOTED** to approve the motion.

D. 2019-20 Annual Report

Richard Hronek made a motion to approve the 29/20 Annual report as presented.
Melissa Picone seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Branding Guide

Dante Giancola made a motion to approve the updated branding guide as presented.
Melissa Picone seconded the motion.
The board **VOTED** to approve the motion.

VIII. Operations

A. Operations Report

Barbee Thomas spoke on Food service, transportation and technology.

B. Businessmap contract

Suzanne McFarland made a motion to authorize Barbee Thomas to execute the agreement with Businessmap as presented.
Melissa Picone seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. ERate funding: additional bandwidth

Richard Hronek made a motion to authorize Barbee Thomas to sign the bid with everstream.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Facility Update

Sarah O'Bryan spoke on the repair work for the basement.
Richard Hronek made a motion to authorize Sarah O'Bryan to execute the proosal for the masonry repair.
Dante Giancola seconded the motion.
Sarah O'Bryan spoke on repairs needed to the brick work.
The board **VOTED** unanimously to approve the motion.

E. CMSD Data Rollup

Richard Hronek made a motion to authorize Sarah O'Bryan to execute the CMSD Data rollup as presented.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Board Business

A. Policy Update & Review

Richard Hronek made a motion to ratify the policies listed below.
Suzanne McFarland seconded the motion.
the following policies were ratified:
147 Public Records Policy
325.1 Public Records
242 Student Assessment and Academic Intervention Services
251 Attendance/Truancy/Withdrawal
204.14 Career Advising and student success plans
294 Student Records and Release of Information
325.3 Confidentiality of Records
241.5 Enrollment and Residency policy
204.13 College Credit Plus - Advanced Standing Program
Special Education Model policies and procedures

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

B. Board Committees

Melissa Picone made a motion to approve the board committee chairs and members as presented on the 20/21 Board committee summary.
Dante Giancola seconded the motion.
Ececutive Committee Chair Teri Harrison, members:

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

C.

Consultant Agreement Extension

Richard Hronek made a motion to authorize Teri Harrison to execute the agreement as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. COVID-19 Task Force Update

Susan Dornan spoke on the overview of the expense of getting the building Covid safer and the results of the return to school survey and staff status.

X. Closing Items

A. Adjourn Meeting

Richard Hronek made a motion to adjourn the meeting.
Melissa Picone 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 8:44 PM.

Respectfully Submitted,
Melissa McCarthy