

APPROVED



## Menlo Park Academy Governing Board

### Minutes

#### Working Session

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**Date and Time**

Thursday December 3, 2020 at 6:00 PM

**Location**

Virtual Meeting

[meet.google.com/efu-bgoj-onx](https://meet.google.com/efu-bgoj-onx)

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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.

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**Directors Present**

Susan Dornan (remote), Suzanne McFarland (remote), Teri Harrison (remote), Tiffany Randle (remote)

**Directors Absent**

Dante Giancola, Melissa Picone, Richard Hronek

**Guests Present**

Anthony Moujaes (remote), Jeff Jaroscak (remote), Marilyn Wright (remote), Melissa McCarthy (remote), Sarah O'Bryan (remote), Seamus O'Hara (remote)

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**I. Opening Items**

A.

**Call the Meeting to Order**

**B. Record Attendance and Guests**

**C. Certification of Notice of Meeting**

**II. Minutes**

**A. Approval of the Minutes from the November 19, 2020 meeting**

Suzanne McFarland made a motion to table the vote of the approval of minutes.

Tiffany Randle seconded the motion.

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

**III. Public Participation**

**A. Public Comment**

There were no public comments.

**IV. Sponsor's Report**

**A. Sponsor's Report**

Jeff Jaroscak will continue to have his sponsor's report during regular board meetings.

**V. Communications Director's Report**

**A. Marketing & Enrollment Report**

Menlo Park has a podcast and an instagram account. Reenrollment has passed and open enrollment has begun.

**B. Crisis Communications Plan**

Anthony spoke on a crisis communications plan.

**VI. Operations Report**

**A. School Support**

Sarah O'Bryan spoke on tasks she has completed and tasks still in process.

**VII. Board Committee Reports**

**A. Advancement**

Winter benefit and spirit wear sale were discussed.

**B. COVID-19 Task Force**

The plan for students to return to the building in January was discussed.

**C. Finance & Audit**

No report at this time.

**D. Program Excellence**

**VIII. Resolutions for Consideration- Board of Directors**

**A. Policy Review**

The policies will be voted on at the regular board meeting

**B. Open meeting and Public Records Training**

The training will be done at the January working session.

**IX. Resolutions for Consideration- Finance**

**A. Engagement Letter for Audit Services from Rea & Associates**

Suzanne McFarland made a motion to Authorize Teri Harrison to sign the engagement letter as presented.

Susan Dornan seconded the motion.

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

**X. Resolutions for Consideration- Talent**

**A. Supplemental Position Extension- Menlo Learning Lab Coordinator**

Susan Dornan made a motion to approve the supplemental position of Menlo learning lab coordinator extended for the 2nd trimester in the amount of \$1500.

Tiffany Randle seconded the motion.

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

**B. Staff Leave Requests**

Suzanne McFarland made a motion to extend the unpaid leave of Nicole D'Amico until 1/4/20.

Tiffany Randle seconded the motion.

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

Susan Dornan made a motion to extend the unpaid leave of Elizabeth Wygonski until 4/3/21.

Tiffany Randle seconded the motion.

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

Suzanne McFarland made a motion to Acknowledge Amanda Conti's leave beginning 12/7/20.

Susan Dornan seconded the motion.

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

Tiffany Randle made a motion to acknowledge the return from leave for Silka Hilton as of 12/4/20 and for Dan Pernod as of 12/7/20.

Susan Dornan seconded the motion.

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

### **C. Position/ Role Modification- Sarah Duplaga**

Susan Dornan made a motion to change employment agreement of Sarah Duplaga for an annual rate of \$21,390.

Suzanne McFarland seconded the motion.

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

## **XI. Old Business**

### **A. Review of Stipend Position Payments**

Suzanne McFarland made a motion to table the vote on the stipends.

Tiffany Randle seconded the motion.

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

## **XII. Executive Session**

### **A. Executive Session**

Teri Harrison made a motion to enter into executive session to discuss the performance of a public employee.

Suzanne McFarland seconded the motion.

Invited in - Seamus O'Hara, Jeff Jaroscak, Sarah O'Bryan. Entered in at 8:10 p.m.

Executive session entered at 8:10pm

Out of executive session at 9:03pm

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

#### **Roll Call**

Susan Dornan	Aye
Melissa Picone	Absent
Tiffany Randle	Aye
Teri Harrison	Aye
Richard Hronek	Absent
Suzanne McFarland	Aye
Dante Giancola	Absent

### **XIII. Closing Items**

#### **A. Adjourn Meeting**

Teri Harrison made a motion to adjourn meeting.

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 9:03 PM.

Respectfully Submitted,

Susan Dornan