APPROVED

Menlo Park Academy Governing Board

Minutes

Working Session

Date and Time
Thursday December 3, 2020 at 6:00 PM

Location
Virtual Meeting
meet.google.com/efu-bgoj-onx

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
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)

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