APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Regular Meeting

Date and Time
Thursday July 15, 2021 at 6:00 PM

Location
2149 W. 53rd Street
Cleveland, OH

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, Melissa Picone (remote), Richard Hronek, Susan Dornan, Suzanne McFarland, Teri Harrison, Tiffany Randle (remote)

Directors Absent
None

Guests Present
Carol Ryan, Charlie Coddington, Jeremiah Tangen (remote), Julie Kadri (remote), Marilyn Wright, Nicole Becher (remote), Robin Neorr (remote), Sarah Grady (remote), Sarah O'Bryan, Seamus O'Hara

I. Opening Items

A. 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 Jul 15, 2021 at 6:11 PM.

B. Record Attendance and Guests

C. Certification of Notice of Meeting

Teri Harrison gave the Certification of Notice of Meeting.

II. Public Participation

A. Public Comments

There were no public comments.

III. Meeting Minutes

A. Approve Minutes 7/1/2021

Dante Giancola made a motion to approve the minutes from Board Meeting on 07-01-21.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes 6/27/2021

Dante Giancola made a motion to approve the minutes from Special Meeting on 06-27-21.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes-6/17/2021 Regular Board Meeting

Dante Giancola made a motion to approve the minutes from Regular Board Meeting on 06-17-21.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes 6/3/2021 Working Session

Dante Giancola made a motion to approve the minutes from Working Session on 06-03-21.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor's Report

A.

Sponsor's Report

The ESCLEW Governing Authority Update will resume in August. J. Kadri did not conduct a June Site Visit.

-Adam Schira from Dickinson Wright provided a Budget Bill Update on July 9th featuring an explanation of the Fair School Funding Formula for Community Schools. Other relevant items are included below.

- The extension for virtual open meetings was excluded from the budget bill. Board members must attend meetings in-person in order to be counted for quorum purposes and to vote.
- New Start-Up Community Schools can now be located in any school district, rather than only a “challenged school district.”
- School employees or management companies are prohibited from assisting any person in obtaining a job in K-12 school if the person knew or had reason to believe that the job seeker had committed a sex offense involving a student, unless the information on which the knowledge or reasonable belief is based has been reported to and unsubstantiated by law enforcement or children’s services or the individual has been acquitted of charges related to the allegations.
- School hiring officer may request a copy of any misconduct report for individuals under consideration for employment.
- Job applications are required to state “ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE” in boldface type
- School is required to administer the KRA between July 1 and the twentieth day of instruction of the school year
- State Report Cards will transition from an A-F grading scale to a 1-5 star scale
- Schools will be required to notify parents about the release of report cards each year and present results to the Board within 30 days of the report card’s release (beginning with report card released this Fall 2021)

Adam Schira will provide an additional update during the ESC of Lake Erie West’s Annual Statewide Meeting on August 4, 2021 from 3:30-4:30pm via Zoom.
-The ESCLEW financial oversight specialist conducted a monthly meeting with the school treasurer and no red flags were identified. If you have any questions regarding financials, please contact your school treasurer.

V. Treasurer's Report

A. Treasurer's Report

Richard Hronek made a motion to table the financial statements for this meeting.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. School Director's Report

A. School Director's Report

Seamus O'Hara discussed school updates. There were no further questions.

B. Monthly Enrollment Verification

Teri Harrison made a motion to table the monthly enrollment verification report.
Dante Giancola seconded the motion.
The board **VOTED** to approve the motion.

VII. Director of Enrollment & Advancement Report

A. Enrollment & Advancement Report

Carol Ryan discussed school enrollment and development updates.

VIII. Board Committee Reports

A. Advancement

Dante Giancola discussed advancement udpates.

B. COVID-19 Task Force

Susan Dornan discussed COVID-19 Task Force updates.

C. Finance & Audit

Tiffany Randle discussed finance and audit updates.

D. Program Excellence

Suzanne Mcfarland discussed Program Excellence updates.

IX. Resolutions for Consideration- Academic & Compliance

A. Extended Learning Plan Update

Seamus O'Hara discussed Extended Learning Plan updates.
Dante Giancola made a motion to approve the updated Extended Learning Plan as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Phonics in Motion Renewal

Teri Harrison made a motion to approve the budget to purchase Phonics in Motion for up to $7,000.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. NWEA Renewal

Richard Hronek made a motion to approve the NWEA renewal as presented.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Analyze Assessment Results

Suzanne McFarland made a motion to approve the proposal as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Richard Hronek made a motion to approve analysis invoice for payment.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Resolutions for Consideration- Finance

A. Edison Club Fee Structure

Dante Giancola made a motion to update Edison Club billing model to an annual subscription and a drop-in option for students.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to increase staff hourly rate to $17.50 an hour.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Resolutions for Consideration- Operations

A. Technology Device Purchase

Suzanne McFarland made a motion to Seamus to execute the 3 quotes as presented for the student, instructional staff, and admin devices.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Health Insurance Renewal

Tiffany Randle discussed health insurance renewal updates.
Dante Giancola made a motion to authorize the renewal as presented.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Dante Giancola made a motion to delegate the selection of the final insurance plan that will be used.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Cintas Proposal- AED

Sarah O'Bryan discussed updates pertaining to the Cintas AED proposal.
Dante Giancola made a motion to authorize Charlie Coddington to execute the Cintas AED Proposal.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Mobile Tek Service Agreement Addendum

Sarah O'Bryan discussed Mobiletek services and service contracts.
Dante Giancola made a motion to authorize Charlie Coddington to execute the addendum to the Mobiletek service contract for the 20-22 school years.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Resolutions for Consideration- Talent

A. Resignation

Dante Giancola made a motion to accept the resignation of Melissa Mccarthy.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. New Hires

Suzanne McFarland made a motion to approve Megan Forshey as a teacher at a salary of $41,500.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.
Suzanne McFarland made a motion to approve Ashley Staats as a Guidance Counselor at $42,000.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.
Susan Dornan made a motion to approve Jessica Arquilla as a teacher at $40,000.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dante Giancola made a motion to approve Stacy Young as a teacher at $39,500.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Suzanne McFarland made a motion to Steve Hunter as a teacher at up to $50,000.
Susan Dornan seconded the motion.

The board **VOTED** unanimously to approve the motion.
Suzanne McFarland made a motion to approve Donte Bailey as an in-house substitute at 36,000.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Revised Job Description- Office Manager

Richard Hronek made a motion to approve updated job description as presented and change title to Office Coordinator.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. New Hire- Office Manager

Dante Giancola made a motion to Andrea Murphy as Office Coordinator at $18.50/hour.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dante Giancola made a motion to Tammy Adams as Office Coordinator at $18.50/hour.
Suzanne McFarland seconded the motion.
The board **VOTED** to approve the motion.

E. CQC Adjustment- Instructional Staff

Richard Hronek made a motion to increase Dan Pernod's annual salary $42,831.61.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.
Richard Hronek made a motion to table Shannon Kneidel's request for salary increase and CQC lump sum.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dante Giancola made a motion to approve the base salary for Brittany Harraman for the 21-22 school year at $46,841.21 and a $3,000 bonus for CQC 7 in the 1st October pay.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Administrative Staff Compensation & Performance Incentives FY22

Dante Giancola made a motion to authorize the implementation of the incentive program for the admissions position as presented.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.

G. Admissions Related Stipends

Richard Hronek made a motion to approve $100 stipend for Music DJ work completed by Shannon Jakubczak during Menlo Junior Event.

Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Summer Camp Stipends

Richard Hronek made a motion to approve 1st half of summer camp stipends as presented.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Testing Stipends- July 10th

Richard Hronek made a motion to Shannon Jakubczak , Mirjana Vidakovic , Kateland Kacic , Amy Kreiger, Natalie Briganti for testing stipends of $100 each.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. End of Year Stipends

Dante Giancola made a motion to approve the program for teachers to provide focused services to Tier 1 students for the remainder of the summer at the rate of $30/hour to not exceed the $18,000 budget.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Richard Hronek made a motion to approve 1 elementary and middle school coordinator position at $300 each for a 5-week program.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dante Giancola made a motion to approve a Talent Collective program for up to $5,000 for help with summer hiriing.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.
Richard Hronek made a motion to approve the hiring of 2 office help positions for $20/hour for summer work.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Menlo Employee Referral Program

Dante Giancola made a motion to approve the Menlo Employee Referral Program.
Susan Dornan seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIII. New Business

A. Menlo Park Academy Diversity Statement

B.

Enrollment: Summer Overage

Dante Giancola made a motion to approve the admissions department to overall by 10% to accommodate for summer overage.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Community Agreement for Handbook

Handbook was tabled and will be voted on at next working session.

D. Raptor: Visitor and Volunteer Management System

Dante Giancola made a motion to approve Carol Ryan to execute the agreement with Raptor Technologies.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIV. Executive Session

A. Executive Session

Dante Giancola made a motion to go into Executive Session to discuss the performance of a public official. Julie Kadri, Sarah O'Bryan, and Seamus O'Hara invited into executive session.
Susan Dornan seconded the motion.
Executive Session entered in at 10:11pm
Executive Session exited at 10:28pm
The board **VOTED** unanimously to approve the motion.

XV. Talent Compensation

A. Talent Compensation

Richard Hronek made a motion to increase Nikki Becher's annual base compensation to $54,000.
Dante Giancola seconded the motion.
The board **VOTED** unanimously to approve the motion.

XVI. Closing Items

A. Adjourn Meeting

Richard Hronek made a motion to adjourn meeting.
Dante Giancola 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 10:30 PM.

Respectfully Submitted,
Susan Dornan