



# Menlo Park Academy Governing Board

## Board Meeting

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### Date and Time

Wednesday February 15, 2017 at 6:00 PM EST

### Location

MetroWest Community Development Organization 3167 Fulton Ave, Cleveland, OH 44109

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OUR MISSION: Menlo Park Academy is a public school that develops the potential of gifted learners through an exemplary program of rewarding experiences that nurtures the whole child.

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### Agenda

#### I. Opening Items

Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order
- C. Public Comments

#### II. Meeting Minutes

- A. Approve Minutes- Board Meeting 7/28/16

- B.** Approve Minutes- Board Meeting 8/4/16
- C.** Approve Minutes- Board Meeting 8/18/16
- D.** Approve Minutes-Board Meeting 8/25/16
- E.** Approve Minutes-Board Meeting 9/12/16
- F.** Approve Minutes- Board Meeting 9/15/16
- G.** Approve Minutes- Board Meeting 10/20/16
- H.** Approve Minutes- Board Meeting 11/17/16
- I.** Approve Minutes-Board Meeting 11/29/16
- J.** Approve Minutes- Board Meeting 12/15/16
- K.** Approve Minutes-Board Meeting 1/19/17
- L.** Approve Minutes-Board Meeting 1/28/17

### **III. Sponsor Report**

- A.** Sponsor Report

### **IV. Treasurer Report**

- A. Monthly Financials

## V. School Director Report

- A. Monthly Report
- B. 11.6 Goals Updated  
Compliance issue with sponsor and adding 9th grade.
- C. Update on Gifted Education Cohort for Staff
- D. New Hire: Short-Term Substitute Teacher  
To hire MPA parent, Beth Brouillette, as short-term substitute teacher.
- E. Faculty Stipend Plan
- F. Field Trip Approvals  
Per policy

## VI. Operations Report

- A. Policy Updates  
Phase 1 of MPA Policy Update

The following are decisions the Board will have to make:

- 114 – Ethics and Conflicts Policy
  - Each Governing Authority Director must sign a copy of this Ethics and Conflicts Policy.
- 124 – Reimbursement/Compensation

It appears that you do not currently compensate board members for attendance at meetings. You must indicate

in the policy (check box) whether the board approves compensation of Board members for approved training program attendance and, if applicable, the amount authorized (no more than the maximum stated in the policy).

- 147.1 – Records Retention and Disposal Policy
  - Indicate in the policy which procedure school chooses to follow for record retention of emails. This cannot be left blank.

- 148.1 – Purchasing/Invoicing
  - Indicate who must preapprove credit card purchases in addition to the Principal, if anyone.
- 157 – Insurance
  - Indicate whether the School Treasurer, fiscal agent, or School Director is responsible for administering the insurance program.
- 403.1 – Procurement of EpiPens/Inhalers
  - Placeholder indicating that the school chooses not to procure EpiPens/inhalers. If the school wishes to procure these devices, they must consult with a physician and obtain a prescriber-issued protocol. If they choose to do so, we can provide them with a policy to that effect.
- 404 – Health Examinations and Immunizations
  - For students who have not received required immunizations, the School needs to decide whether they will exclude those students until they have received adequate evidence of immunizations, or whether they will allow those students for up to 14 days after initial enrollment while waiting for the required evidence.

**B. 2017-18 School Calendar**

Define parameters - spring break, testing dates, start date, end date, length of day.

**VII. Dean of Student Services**

**A. Guidance Reports, Trimester 1**

**VIII. Audit/Finance Committee**

**A. 2017-18 Budget Process & Timing**

Present first draft of 2017/2018 Budget at this meeting; second draft at March board meeting for discussion; final at April board meeting for vote.

**IX. Development & Community Relations**

Development & Community Relations

**A. Capital Campaign Report**

**B. Marketing and Development**

**X. Executive Committee**

**A. Transition Team Update**

- B.** Transition Team Update-Search Committee
- C.** Transition Team Budget for Search Firm
- D.** Teacher Assessment Framework Update
- E.** Member LOA

**XI. Facility Expansion**

Facility Expansion

- A.** Project Update

**XII. Program Excellence**

Program Excellence

- A.** Program Guide

**XIII. Executive Session**

- A.** Executive Session

**XIV. Closing Items**

- A.** Adjourn Meeting