APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday August 18, 2016 at 6:00 PM

Location
MPA

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.

Directors Present
Cathy Aldrich, Dan O'Malia, Fraser Hamilton Sr, Kelly Nelson, Suzanne McFarland, Teri Harrison

Directors Absent
None

Guests Present
Amber Oxley, Beverley Veccia, Doug Thompson, Gretchen Woods, Jason Woods, Jeff Jaroscak, Jim Kennedy, Melissa Miavez (Massa's Office), Melissa Vlasak, Nick Zambo, Paul O'Neill

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 Aug 18, 2016 at 6:00 PM.

C. Public Comments

None

D. Approve Minutes

The minutes were not ready for approval.

II. Board/Staff Development

A. Learning Topic

S. McFarland presented a mini board training on a board's fiduciary responsibility, including information on Ohio's Open Meetings Law (Sunshine Law) and voting.

III. Sponsor Update

A. Monthly Update

J. Jaroscak reported that there is a new resource website and that the school report cards are expected to be released in mid-September.

IV. Treasurer Report

A. Monthly Financials

Fraser Hamilton Sr made a motion to approve the monthly financials.
Dan O'Malia seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Monthly Expenditures

A. Oxley answered questions about the monthly expenditure report. An error was noted that the expenditure to the Lakewood City Schools is not for Field Day, but for the rental of the Civic Auditorium for the Winter Concert. The expenditure reports were circulated to the Board for signature approval.

C. Budget & Pro Forma Updates

Suzanne McFarland made a motion to approve the Pro Forma Budget as presented and uploaded.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to approve the FY2016-17 Budget as uploaded.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

The treasurer reported that the two-year audit is complete.

V. School Director Report

A. Monthly Updates

Monthly School Director Report was uploaded for review.

B. New Hires for 16-17

Cathy Aldrich made a motion to approve the additions to the list of substitute teachers as presented: Emily Carter, Elizabeth Moser, Kristin Tripi and Erin Bowman.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to hire Carrie Ryan as Executive Assistant at an hourly rate of $14 per hour.
Dan O'Malia seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Suzanne McFarland	No
Dan O'Malia	Aye
Cathy Aldrich	Aye
Fraser Hamilton Sr	Aye
Teri Harrison	Aye

Fraser Hamilton Sr made a motion to hire Nicholas Pennypacker as teacher with a salary of $31,000 per year.
Dan O'Malia seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to move Kelly Mann, currently Instructional Assistant, to a teaching position as the reading specialist position with a new annual salary of $31,000.
Cathy Aldrich seconded the motion.
The motion did not carry.
Cathy Aldrich made a motion to amend the previous motion to include the provision that Ms. Mann immediately enroll in an approved reading specialist licensure program.
Dan O'Malia seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Cathy Aldrich	Aye
Suzanne McFarland	No
Fraser Hamilton Sr	Aye
Teri Harrison	No
Dan O'Malia	Aye

C. Special Delivery Plan for 16-17 SY

The Special Education report form for the Sponsor is part of the opening assurances and is now in a new format with more depth than in previous years. This form was added late. J. Jaroscak said anyone from the school or from TES could fill it out but the school is ultimately responsible for its content.
Director Harrison requested that the report be sent to the PEC for review to ensure that what was submitted is aligned with MPA policy and mission.

D. Staff Dress Code Policy

B. Veccia reported the staff has embraced the staff dress code policy as they are role models for the students.
Kelly Nelson made a motion to approve the staff dress code policy.
Dan O'Malia seconded the motion.
The motion did not carry.
K. Nelson withdrew the motion as it was noted that the policy was approved at the previous Board special meeting.

E. Rosetta Stone Foreign Language Program

D. Thompson introduced and recommended adoption of the Rosetta Stone program as a new delivery model for foreign language instruction. B. Veccia reported the need for an instructional assistant for the program implementation. The Board noted that there was already a .8 FTE available in the budget for foreign language, so she can hire within this parameter.
Cathy Aldrich made a motion to approve the purchase of the Rosetta Stone Language program as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Institutional Advancement Report

A. Enrollment Growth Plan

No report.

B. MobileTek Contract

Suzanne McFarland made a motion to authorize A. Oxley to sign the new Mobiltek agreement. Motion amended by T. Harrison and seconded F. Hamilton to include pending legal review.
Dan O'Malia seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Oxley reported that this is the same agreement terms as last year and that we have used our available support hours.

C. Lakewood Civic Auditorium

Fraser Hamilton Sr made a motion to authorize A. Oxley to sign the agreement with Lakewood City Schools for use of the Civic Auditorium for the Winter Concert.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Oxley reported there will be some minor changes to final rental amounts due to ranges in price depending upon the services needed per the program.

D. Monthly Report

The Board indicates appreciation for the hard work of the team to get the school ready for the school year.

VII. Executive

A. 2016-17 Admin Holiday Schedule

Dan O'Malia made a motion to table.
Kelly Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Facility Expansion

A. Project Update

F. Hamilton updated the Board on the Facility Project. MPA is the proud recipient of the Charter School Facility Grant through OFCC. The Board looks forward to working with OFCC on integrating these funds into our overall financial package. FEC members and key school personnel have been meeting with our contractor and owner's rep. regularly. F. Hamilton and T. Harrison are meeting weekly with the full lender team and have daily phone calls and emails to make sure the documents needed by the lender are provided ASAP to expedite the closing process.
Let the record reflect appreciation for the team involved in completing the grant application.

B. Action Items

C. CDA Term Sheet

D. O'Malia made a motion to authorize Teri Harrison to sign the operating agreement with PNC. K. Nelson seconded the motion. Motion passed unanimously.
D. O'Malia made a motion to authorize Teri Harrison to execute the term sheet and pay the $25k deposit. K. Nelson seconded the motion. Motion passed unanimously.

D. TRF Fee Letter

D. O'Malia made a motion to authorize Teri Harrison to execute the agreement and expenditure from pre-development funds. K. Nelson seconded the motion. Motion passed unanimously.

IX. Governance Committee

A. Board Governance Document Alignment

Cathy Aldrich made a motion to approve the Board Elections Policy as uploaded.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
C. Aldrich introduced Melissa Vlasak and Dr. Richard Hronek as candidates for Board Membership.

X. Other Business

A. CMSD Partnership Agreement

K. Nelson made a motion to authorize T. Harrison to execute the renewal agreement to be a CMSD partner school. F. Hamilton seconded the motion. Motion passed unanimously.

B. Executive Session

Teri Harrison made a motion to enter into executive session to discuss the performance of a public employee and inivited J. Jaroscak in to the session. A roll call vote was taken.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Fraser Hamilton Sr	Aye
Suzanne McFarland	Aye
Dan O'Malia	Aye
Cathy Aldrich	Aye
Teri Harrison	Aye

Executive Session was entered into at 7:51 pm and exited at 8:21 pm.

XI. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr made a motion to adjourn the meeting.
Cathy Aldrich 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 8:22 PM.

Respectfully Submitted,

Cathy Aldrich