APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday September 15, 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, Fraser Hamilton Sr, Kelly Nelson, Susan Zambo, Suzanne McFarland, Teri Harrison

Directors Absent
Dan O'Malia

Directors who arrived after the meeting opened
Kelly Nelson

Guests Present
Amber Oxley, Aniko Kukla, Beth Turk, Beverley Veccia, Brian Knight, Carrie Ryan, Cathie Leimbach, Daniel Pernod, Dennis Costa, Gabriel Creamer, Jason Woods, Jennifer Ingraham, Jeremiah Tangen, Kelly Mann, Latha Srinivasan, Megan Engelmann Brenneis, Melissa Vlasak, Missy, Nathan Ware (Baker Hostetler), Paul O'Neill, Richard Hronek, Robin Neorr, Susan Zambo, Tom Creamer

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 Sep 15, 2016 at 6:14 PM.

II. Facilities Expansion Committee

A. Structure Review

W. 53rd legal counsel, Nathan Ware, presented information and details on the overall facility project financial structure, specifically tax credits (historic & new market). Provided charts showing the flow of funds.
Components of Capital Stack
New Market Tax Credits: intended to create an incentive for investment in low-income communities
Historic Tax Credits
OFCC Grant
USEPA Grant
Loans: Community Development Lenders: focus on community than credit-worthy borrowers; these lenders have experience lending to charter schools.
Mr. Ware reviewed the MPA Ownership Chart.

B. Progress Update

At special board meeting this week, the Board authorized early work to begin as proposed.

C. Board Resolutions regarding Facility Project

Cathy Aldrich made a motion to approve resolutions to facility project.
Kelly Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to authorize loan from operations $37,456 for permit with understanding of repayment.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Board

A. Public Comments

7th-grade MPA student explained why a 9th-grade cohort would be beneficial to MPA.

B. Board Development

Suzanne presented on the purpose and effectiveness of board committees.

IV. Sponsor Report

A. Monthly Update

No update.

V. Treasurer Report

A. Monthly Financials

Fraser Hamilton Sr made a motion to approve August financials.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. School Director Report

A. International Trip

Kelly Nelson arrived.
Cathy Aldrich made a motion to Approve the 2016-17 international trip to London for 6-8 grade students.
Kelly Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.
Comments were made about concerns for liability of the trip. Amber Oxley provided quotes for liability and health insurance for those attending the trip and discussed situations that would be covered by possible insurance policies. The Board asked for the number of students who could attend this trip. Mr. Pernod suggested 15-20 students for the trip. The Board also asked how students would be selected for the trip to London. Mr. Pernod indicated that a blind selection process be used to select students. The Board asked that multiple factors be considered and weighted appropriately. School Director should drive the process and have final approval after review.

B. New Hires for 16-17, Proposal

Fraser Hamilton Sr made a motion to Jacyln Borman as a part-time Kindergarten Aide for $12,000 annual salary (pro-rated).
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to hire Jane Barge as the Reading Specialist for an annual salary of $38,000 (pro-rated).
Suzanne McFarland seconded the motion.

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

C. New Staff and All Staff Professional Development

Mrs. Veccia reported on the all staff professional development where Dr. Rimm presented information on the needs for gifted students. The board expressed their appreciation for the relationship with Dr. Rimm and her support of MPA.

VII. Institutional Advancement Report

A. Auctioneer Agreement

Fraser Hamilton Sr made a motion to authorize Amber Oxley to sign the agreement with Bob Hale to provide auctioneer services for the Winter Concert, at a cost to not exceed $1,500.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Blackbaud Training Support

Fraser Hamilton Sr made a motion to authorize Amber Oxley to sign the $1800 agreement as approved.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. DIA Report

No report.

D. FY16 Outstanding Material Fees

Fraser Hamilton Sr made a motion to authorize the appropriate accounting procedures to be put into effect to write off the $11,065.75 in outstanding material fees from the 2015-16 school year.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. YMCA Agreement

Fraser Hamilton Sr made a motion to authorize Amber Oxley sign agreement as presented.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Capital Campaign Committee

A. Campaign Status Report

Presentation of the capital campaign materials. Two grant applications going out this month.

IX. Program Excellence Committee

A. Program Guide

Fraser Hamilton Sr made a motion to table program guide.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 9th Grade Proposal

Suzanne McFarland made a motion to approve proposal to add a 9th-grade cohort to the 2017-18 school year as presented.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Executive

A. BVU Encore Fellow

Cathy Aldrich made a motion to delegate authority to select the BVU Fellow to the Executive Committee.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Governance Committee

A. Committee Membership

Suzanne McFarland made a motion to elect Toby Oster and Laura Lusk as members of the Governance Committee.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathy Aldrich made a motion to Elect Susan Zambo to Program Excellence Committee.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to Nick Zambo to Facilities Expansion Committee.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Suzanne McFarland made a motion to Carol Ryan to Program Excellence Committee and Governance Committee.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Suzanne McFarland made a motion to elect Melissa Vlasak to the Development and Community Relations Committee.

Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Election & Onboarding Process

Teri Harrison made a motion to add a requirement to the policy that prospective board members be required to attend a minimum of three board meetings prior to being elected to the board.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to give Beverley Veccia a bonus of $5,000 for her work in filling in last school year when the Development Director departed.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. KRA Update

C. Aldrich reported that this is in progress. She reminded the Board that each committee needs to review and revise as necessary and turn items into SMART goals.

XII. Executive Session

A. Executive Session

Moved to enter into executive session to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official.
A roll call vote was taken and the motion passed unanimously.
The board exited executive session @ 9:01pm.

XIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:02 PM.

Respectfully Submitted,
Carrie Ryan