



# Menlo Park Academy Governing Board

## Minutes

### Board Meeting

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#### Date and Time

Thursday September 15, 2016 at 6:00 PM

#### Location

MPA

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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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#### 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

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## **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 Jaclyn 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