APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday October 20, 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, Suzanne McFarland, Teri Harrison

Directors Absent
Dan O'Malia, Kelly Nelson

Guests Present
Amber Oxley, Beth Turk, Beverley Veccia, Carrie Ryan, Dennis Costa, Doug Thompson, Jeff Jaroscak, Jeremiah Tangen, Jim Kennedy, Julie Ganim, Kelly Mann, Latha Srinivasan

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 Oct 20, 2016 at 6:06 PM.

C. Public Comments

No public comments

II. Sponsor Report

A. Monthly Update

Sponsor representative, J. Jaroscak, expressed concern regarding the number of policies that have not been approved, creating a compliance issue. He offered potential resources to assist the staff in getting this work done and an extension to achieve compliance.

III. Treasurer Report

A. Monthly Financials

Treasurer reported that MPA salaries are on target and ahead of year-to-date budget.
Fraser Hamilton Sr made a motion to approve September's monthly financial statement as presented in the board book.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. FY17 Updated Budget

A. Oxley reported that the updates to the FY17 Budget will be ready to be approved at the November regular board meeting.

C. 5-Year Forecast

Cathy Aldrich made a motion to approve the 5-year forecast as presented in the board materials.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. ODE Budget Template

Treasurer reported that there is a new requirement this year to submit budget using the ODE budget template.
Cathy Aldrich made a motion to approve new ODE budget format as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. School Director Report

A. Monthly Report

School Director monthly report listed all the new hires, school events, activities and field trips for the 2016-17 school year.

B. New Hires for 16-17

Fraser Hamilton Sr made a motion to hire Robin Waldorf for the Technology Teacher position at $35,000 annual salary provided that the Technology instructor's schedule is focused on teaching middle school students (all students in grades 5-8 must have a technology course).
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
The Board requested that the School Director provide a report regarding current FTE utilization as soon as possible. The staffing overage has not yet been resolved.
Fraser Hamilton Sr made a motion to hire Renee Krohn, Linda Coontz, Rose Muhl, Brandon Dennis, Tonnette Williams, and Tiffany McDonald as substitute teachers.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to authorize Beverly Veccia to sign the Renhill agreement pending legal review.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Field Trip Approvals

Suzanne McFarland made a motion to table the item as nothing was presented.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
The Board noted that the number of planned field trips appears to be very low as compared to expectations and is unbalanced between grade levels, specifically regarding the 5th- and 6th-grade students. Asks that she works with the PEC to ensure balance and frequency.

D. After School Clubs

Clubs and recommended stipends need to be approved. No report provided at this time.

E. Reading Across the Grades In-Service

D. Thompson reported on the professional development day held for MPA teachers.

F. New WEP/IEP On-line Program

D. Thompson reported on the progress of an online WEP/IEP process.

G. High School Night

J. Kennedy reported that High School Night was successful and that there was great representation of 5-8 MPA students at the event.

H. Services Agreements - TES & Dr. Rimm

Board requested a report and additional information with cost clarifications of services provided by the TES agreement. Intervention servicing vs. management and the associated costs need to be reported on.
Fraser Hamilton Sr made a motion to authorize Beverley Veccia to execute the agreements with Dr. Rimm and TES for a total cost not to exceed $170k.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Institutional Advancement Report

A. Monthly Report

A. Oxley reported that MPA needs to renew insurance and recommends renewal with the Worth Group.

B. Technology Insurance Renewal

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

C. Faculty Stipend Plan

Suzanne McFarland made a motion to table vote as no information was presented.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Mrs. Veccia to present detailed plan at next board meeting.

D. Policy Review Plan

Cathy Aldrich made a motion to authorize T. Harrison to sign the agreement with Dickinson and Wright to provide legal policy review at a cost not to exceed $5,000.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. SY15-16 Annual Report

Suzanne McFarland made a motion to approve the annual report as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Staff will upload the report to the sponsor, post to the school's web site and send notification to parents to remain compliant. They will also work on creating the "marketing" version for inclusion in marketing materials.

VI. Capital Campaign Committee

A. Campaign Status Report

No report provided.

VII. Development & Community Relations

A. Elect Committee Membership

Cathy Aldrich made a motion to elect Jen Sekorky, Lisa Sierk and Melissa Vlasak as members of the DCRC.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Plan Execution

No report provided.

VIII. Executive

A. BVU Encore Fellow

Suzanne McFarland made a motion to engage with Julie Ganim as a consultant through the BVU fellow program. The engagement will be for 1 year at a cost of $20,000 for the year.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Hiring Guide Revisions

Suzanne McFarland made a motion to approve the new faculty hiring guide as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Committee Changes

Cathy Aldrich made a motion to disband the HR Committee.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Suzanne McFarland made a motion to disband the ADHOC Campital Campaign Committee.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Facilities Expansion Committee

A.

Progress Update

Suzanne McFarland made a motion to authorize payment of loan from Menlo Park Academy to W. 53rd holdings to cover the applications costs for the historic tax credit and a payment retained to Geiss.
Cathy Aldrich seconded the motion.
The board **VOTED** to approve the motion.

B. Elect Committee Members

Cathy Aldrich made a motion to elect Erika Coble and Michael Robellard to the FEC committee.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Governance Committee

A. Committee Membership

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

B. Board Onboarding

C. Aldrich reported on the progress made in crafting an onboarding class for new board members.

C. KRA Update

Cathy Aldrich made a motion to approve the Key Results Area document as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Board Member Elections

Carrie Ryan left.
Cathy Aldrich made a motion to elect Melissa Vlasak and Richard Hronek as members of the Board of Directors with a terms expiring in June of 2018 (open term), effective when all conditions outlined in policy are met.
Suzanne McFarland seconded the motion.
The motion did not carry.

XI. Program Excellence Committee

A. Program Guide

Suzanne McFarland made a motion to table.
Cathy Aldrich seconded the motion.

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

B. 9th Grade Proposal

Cohort approved at last meeting. No further information provided.

C. 2015-2016 test data

No information provided.

D. Assurances update

Assurances required last spring - still not presented.

E. Field Trip Policy Update

Cathy Aldrich made a motion to approve the updates to the field trip policy as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathy Aldrich made a motion to delegate the selection of a vendor to provide professional development to the faculty on teaching and learning in flexible spaces to the Executive Committee at a cost not to exceed $80k.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Executive Session

A. Executive Session

F. Hamilton moved to enter into executive session to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official. T. Harrison seconded. A roll call vote was taken:
C. Aldrich - yes, F. Hamilton - yes, S. McFarland - yes, T. Harrison - yes

Jeff Jaroscak and Julie Ganim were invited into the session.The Board entered into executive session at 8:11pm and exited at 8:23pm.

F. Hamilton moved to enter into executive session to discuss pending litigation matters.
T. Harrison seconded. A roll call vote was taken:
C. Aldrich - yes, F. Hamilton - yes, S. McFarland - yes, T. Harrison - yes

Jeff Jaroscak and Julie Ganim were invited into the session.The Board entered into executive session at 8:56pm and exited at 9:04pm.

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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 9:06 PM.

Respectfully Submitted,
Carrie Ryan
Fraser Hamilton Sr made a motion to adjourn the meeting.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.