APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday November 17, 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

Guests Present
Amber Oxley, Beth Turk, Beverley Veccia, Carrie Ryan, Doug Thompson, Jeff Jaroscak, Jim Kennedy, Julie Ganim, Kelly Mann, Kristina Johns, Latha Srinivasan, Melissa Vlasak, Richard Hronek, Susan Zambo

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 Nov 17, 2016 at 6:03 PM.

C. Public Comments

Suzanne McFarland commented that she left ground breaking feeling inspired. She heard attendees make kind comments about MPA during ceremony. T. Harrison agreed and shared the board's appreciation of F. Hamilton for all of his efforts on behalf of the MPA building project.

II. Sponsor Report

A. Monthly Update

J. Jaroscak reminded all present at the meeting that, per FERPA, faculty, leadership and staff should not communicate with student identifiers. The Board suggested that MPA should consider a professional development day with ESC regarding FERPA regulations.

J. Jaroscak reported that the monthly MPA site visit went well. Also, the Policy upload deadline was extended to February 2017.

III. Treasurer Report

A. Monthly Financials

Treasurer presented the October monthly financial report stating that there were only minimal changes in most areas of the budget. However, there was significant change in net income for this month due to foundation payments. Starting this year, only single year audits will be conducted and completed by December.

Fraser Hamilton Sr made a motion to approve October financial statements.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. FY17 Updated Budget

Fraser Hamilton Sr made a motion to table vote for FY2016-17 updated budget as the information was not presented.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. School Director Report

A. Monthly Report

No report provided

B. New Hires for 16-17

Fraser Hamilton Sr made a motion to hire Brandon Dennis as an instructional aide for an annual salary of $22,000.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to hire a full-time K-3 instructional assistant as needed.
Cathy Aldrich seconded the motion.
The motion unanimously did not carry.
The Board requested that B. Veccia and A. Oxley complete the staff utilization chart prior to bringing forward additional candidates for hire, along with the corresponding budget information.

C. Gifted Endorsement Cohort Update

B. Veccia presented information regarding the upcoming Ashland University gifted program to be taught at MPA.

D. ADDITIONAL SPECIAL SERVICES

Fraser Hamilton Sr made a motion to approve Orton-Gillingham training with the cost not to exceed $2,200.
Suzanne McFarland seconded the motion.
The motion did not carry.
Jim Kennedy arrived.
Fraser Hamilton Sr made a motion to approve payment up to $2,200 for Orton-Gillingham training, plus reimbursement for reasonable accommodations for an appropriate staff member.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. RESTRAINT TRAINING

The Board asked follow up questions regarding specific staff members receiving instruction from the ESC of Lake Erie West for restraint training and reporting. J. Kennedy reported that the training was helpful.

V. Institutional Advancement Report

A. Monthly Report

The Board asked questions about tracking metrics and data for each marketing campaign.

B. Faculty Stipend Plan

Suzanne McFarland made a motion to approve the stipend recipients for the Resident Educator Mentor program as presented, payable in two installments per Residential Educator Mentor Program Coordinator approval.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to table the additional stipends as the requested information was not presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Development & Community Relations

A. Plan Execution

No report provided.

B. Current Efforts Summary

No report provided.

C. DCRC Membership

Teri Harrison made a motion to nominate Melissa Vlasak to the DCRC chair member once election to Board of Directors is finalized.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Executive

A. BVU Encore Fellow

Teri Harrison made a motion to table this item.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Facilities Expansion Committee

A. Progress Update

F. Hamilton reported that the roof is being readied to start installing the new roof. Demolition in basement is occurring.

A. Oxley noted that, at both ground breakings, neighbors reported that they are very excited to have MPA moving into their neighborhood.

IX. Governance Committee

A.

Committee Membership

Teri Harrison made a motion to approve the Committee Member Selection Process as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Onboarding

C. Aldrich reported there will be an onboarding session for new board members and candidates on November 29th, 6:30 to 8:30 pm at MPA. Current board members are not required to be in attendance at this meeting, but are welcome.

C. KRA Update

Committee chairs are asked to review the KRA document and provide any suggested updates to goals.

X. Program Excellence Committee

A. Program Guide

The Program Guide is still not ready for approval - needs to be restructured. Move to December.

B. 9th Grade Plan Update

No update at this time for 9th-grade cohort.

Doug Thompson left.

C. MAP Test Result Summary

School-wide MAP tests have been completed. No additional information provided on results or plans for next steps.

D. Assurances update

No report provided.

E. PBIS & RC

The Board reports that only two teachers remain at MPA who are trained in Responsive Classroom. The Board recommends that more teachers to be trained in Responsive Classroom. Plans for summer training were not executed. Six teachers are expected to attend the PBIS conference. Report of progress and plans due at December meeting.

XI. Executive Session

A.

Executive Session

F. Hamilton motioned to enter into executive session to discuss the potential sale of public property at competitive bidding. Seconded by S. McFarland. A roll call vote was taken. C. Aldrich - yes; T. Harrison - yes; F. Hamilton - yes, S. McFarland - yes. Julie Ganim, Jeff Jaroscak, Melissa Vlasak, Rich Hronek and Cathie Leimbach were invited to join the session.

The Board entered into executive session at 8:17 PM and exited at 8:41 PM.

F. Hamilton motioned to enter into executive session to discuss the performance of a public employee. Seconded by C. Aldrich. Roll call vote was taken: C. Aldrich -yes, T. Harrison -yes, F. Hamilton -yes, S. McFarland - yes. Julie Ganim, Jeff Jaroscak, Melissa Vlasak, Rich Hronek and Cathie Leimbach were invited to join the session.

The Board entered into executive session at 8:44 PM and exited at 9:22 PM.

XII. 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 9:22 PM.

Respectfully Submitted,
Carrie Ryan