APPROVED

# Menlo Park Academy Governing Board

# Minutes

## Board Meeting

**Date and Time**
Thursday December 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**
Fraser Hamilton Sr, Melissa Vlasak, Richard Hronek, Suzanne McFarland, Teri Harrison

**Directors Absent**
Cathy Aldrich, Dan O'Malia

**Guests Present**
Amber Oxley, Beverley Veccia, Carrie Ryan, Cathie Leimbach, Jeff Jaroscak, Julie Ganim, Latha Srinivasan, Richard Hronek, Toby Oster

### 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 Dec 15, 2016 at 6:09 PM.

### C. Public Comments

Parent Toby Oster expressed complaints about the following matters:

- Mr. Oster doesn't believe that the School's Annual Report was not made available to parents, which he understands to be a requirement by October 31 of each year. Mr. Oster believes this may make Menlo Park Academy out of compliance.
- Mr. Oster made a public records request for some items from the October board meeting 2 months ago and doesn't have the full response. He was advised it was under legal review, which he doesn't understand. Requests a response.
- Mr. Oster believes that some of MPA's classrooms are above the class size limit per policy. Reports that teachers are struggling to delivery the program, especially in 3rd grade where he believes the numbers are 27 and 28 per classroom.

Mrs. Oxley and Mrs. Veccia will respond directly regarding these operational concerns.

### D. New Board Member Installation

New board members Richard Hronek and Melissa Vlasak were officially installed as voting members of the governing board of directors.

## II. Minutes

### A. Approve Minutes - 4/21/16- 11/17/16

Melissa Vlasak made a motion to table. Board Meeting on 04-21-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
C. Aldrich to work with staff members on getting the necessary information entered so these can be approved next month.

## III. Sponsor Report

### A. Sponsor Monthly Update

No sponsor report provided for this month.

## IV. Treasurer Report

### A. Monthly Financials

Melissa Miavez reviewed the highlights of this month's financial statements. She noted that revenue for November was $30,000 + budgeted. State auditor has completed much

of the required work with no concerns. The Treasurer's office is hoping the remainder of the audit process can be completed in a timely fashion.

Fraser Hamilton Sr made a motion to approved the November financials as presented.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. FY17 Updated Budget

Melissa Vlasak made a motion to to table the updates to the operational budget as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

## V. School Director Report

### A. Monthly Report

No report at this meeting-nothing uploaded.

### B. Faculty stipend plan

Fraser Hamilton Sr made a motion to delegate the decision regarding payment of faculty stipends for student activities which have been completed as of December 16, 2016, to the Executive Committee.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Questions asked by Board members:

- How was compensation determined for staff serving as club leaders?
- How are the expectations different that warrants the diversity of pay?
- What are the expectations of staff serving as club leaders?
- What qualifies as "extra compensation?"
- Were staff members already promised these payments?

## VI. Institutional Advancement Report

### A. Monthly Report

Amber Oxley respectfully requests the Board to approve a 20% increase in student enrollment numbers for the 2017-18 school year during the open enrollment process. Ms. Oxley believes this will be helpful to engage with more families as we grow the enrollment for next school year.
Fraser Hamilton Sr made a motion to increase the number of students accepted into MPA for the 2017-18 school year up to 120% of MPA's class size limit.
Melissa Vlasak seconded the motion.

The board **VOTED** to approve the motion.
The Board commented that this is not intended to allow for larger instructional groupings and is purely to assist the staff in facilitating the enrollment process.

## VII. Development & Community Relations

### A. Development plan execution update

No report given.

### B. Enrollment Growth & Outreach Plan Update

No report given.

### C. capital campaign update

Melissa Vlasak announced that MPA will be hosting monthly Capital
Campaign neighborhood gatherings starting in January.
Melissa Vlasak shared that she is working with Amber Oxley on metrics for her reports to the board and asked that any reporting suggestions from other board members be given to her by January 6.

## VIII. Executive

### A. Performance evaluations

No update at this time.

### B. Annual objectives & key results Update

Melissa Vlasak made a motion to approve the updates to the KRA document as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

### C. MPA Core Competencies

Julie Ganim, BVU Fellow, presented information on core competencies, future planning, and the sigmoid effect on an organization's development.

## IX. Facilities Expansion Committee

### A. Progress Update

Fraser made a motion to delegate authority to Executive Committee to determine whether to contract with Wonder by Design for furniture planning proposal
Seconded by Suzanne

Motion passes

## X. Governance Committee

### A. New Board Member Election

Teri Harrison made a motion to Nominate Cathie Leimbach to MPA's Board of Directors effective once BCI/FBI background check and sponsor approval are completed.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

## XI. Program Excellence Committee

### A. Program Guide

Program Guide is not ready for approval.

### B. 9th Grade Plan Update

Beverley Veccia reported that MPA has students enrolled at this time for the 2017-18 school year's 9th-grade cohort. Ms. Veccia  is encouraged to share the 9th-grade plan with all 8th-grade students; Suzanne McFarland will follow up with her. Teri Harrison will follow up with Kirk regarding education plan and charter school requirements.

### C. MAP Test Result Summary

No information provided.

### D. Assurances update

Teri Harrison made a motion to table update to the improvement quality plan.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

### E. PBIS & RC

### F. Teacher Assessment Framework

Suzanne McFarland made a motion to have the Board approve the proposed MPA teacher assessment framework as presented in the board book with the OTES method to be used for teacher observation.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

## XII. Executive Session

### A. Executive Session

The Board entered into Executive Session at 9:10 PM to discuss the the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official.  T. Harrison invited J. Jaroscak, J. Ganim, and C. Leimbach to join the Board in Executive Session.
F. Hamilton moved to authorize a board representative to engage in a performance discussion with Sr. Staff member. M. Vlasak seconded the motion. The board approved the motion unanimously.
The board exited executive session at 10:26pm.

## 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 10:27 PM.

Respectfully Submitted,
Carrie Ryan