APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday January 19, 2017 at 5:30 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
Cathie Leimbach, Cathy Aldrich, Fraser Hamilton Sr, Melissa Vlasak, Richard Hronek, Suzanne McFarland, Teri Harrison

Directors Absent
Dan O'Malia

Directors who arrived after the meeting opened
Fraser Hamilton Sr

Guests Present
Amber Oxley, Andrea Molnar, Beth Turk, Beverley Veccia, Carrie Ryan, Doug Thompson, Gretchen Woods, Jeff Jaroscak, Jeremiah Tangen, Jessica Tonsing, Jim Kennedy, Jim Kennedy, Julie Ganim, Kelly Mann, Kurt Aey, Latha Srinivasan, Tina Pasatta

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 Jan 19, 2017 at 5:40 PM.

C. Executive Session

Teri Harrison made a motion to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official. A roll call vote was taken, and members and invited guests entered into Executive Session at 5:40 PM and exited at 5:55 PM. . .
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Fraser Hamilton Sr	Absent
Cathy Aldrich	Aye
Richard Hronek	Aye
Cathie Leimbach	Aye
Melissa Vlasak	Aye
Teri Harrison	Aye

Fraser Hamilton Sr arrived.
Jeff Jaroscak, Kurt Aey, and Julie Ganim were invited into the executive session.

D. Public Comments

No public comments at this time.

E. New Board Member Installation

Cathie Leimbach was sworn into Menlo Park Academy's Board of Directors.

II. Minutes

A. Approve Minutes - 4/21/16

Fraser Hamilton Sr made a motion to table the minutes' approval.
Melissa Vlasak seconded the motion.
The board **VOTED** to approve the motion.

B. Approve Minutes - 5/5/16

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 05-05-16 Board Meeting on 05-05-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

C. Approve Minutes - 7/17/16

Cathy Aldrich made a motion to approve minutes from the Board Meeting on 07-17-16 Board Meeting on 07-17-16.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.

D. Approve Minutes - 7/28/16

Cathie Leimbach made a motion to table the minutes' approval.
Melissa Vlasak seconded the motion.
The board **VOTED** to approve the motion.

E. Approve Minutes - 8/4/16

Cathy Aldrich made a motion to table the minutes' approval.
Cathie Leimbach seconded the motion.
The board **VOTED** to approve the motion.

F. Approve Minutes - 8/18/16

Melissa Vlasak made a motion to table the minutes' approval.
Cathy Aldrich seconded the motion.
The board **VOTED** to approve the motion.

G. Approve Minutes 8/25/16

Cathy Aldrich made a motion to table the minutes for 8/25/16.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Approve Minutes 9/15/16

Cathy Aldrich made a motion to table approval of the minutes for 9/15/16.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Approve Minutes - 10/10/16

Cathy Aldrich made a motion to approve minutes from the Board Meeting on 10-10-16 Board Meeting on 10-10-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

J. Approve Minutes - 10/17/16

Cathy Aldrich made a motion to approve minutes from the Q&A Session for Prospective Board Members on 10-17-16 Q&A Session for Prospective Board Members on 10-17-16.

Melissa Vlasak seconded the motion.
The board **VOTED** to approve the motion.

K. Approve Minutes - 10/20/16

Cathy Aldrich made a motion to table the minutes' approval.
Cathie Leimbach seconded the motion.
The board **VOTED** to approve the motion.

L. Approve Minutes - 11/17/16

Cathy Aldrich made a motion to approve minutes from the Q&A Interview Session for Board Member Candidate on 11-17-16 Q&A Interview Session for Board Member Candidate on 11-17-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

M. Approve Minutes - 11/17/16 Regular Board meeting

Cathy Aldrich made a motion to table the minutes' approval.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

III. Sponsor Report

A. Sponsor Monthly Update

Jeff Jaroscak introduced Kurt Aey.

Kurt Aey presented information regarding the 9th-grade cohort addition to the 2017-18 school year. Kurt reminded the Board that 9th-grade is part of MPA's sponsor contract, but the contract needs modification regarding the school's budget. The Board asked for more clarification as to which documents the sponsor needs in order to move forward with the 2017-18 9th-grade cohort.

Jeff Jaroscak presented the following information:

-Adopting Board policies en masse - reminder that this is due in February,

-School remains non-compliant with the following:

-Academic goals - still waiting on Mrs. Veccia to deliver the updates to the 11.6 goals.

-Teacher evaluations: Since no observations were conducted so far this school year, sponsor requiring evidence that teacher evaluations will be completed by March 1, 2017. Until at least the first round is completed, MPA will remain non-compliant.

IV. Treasurer Report

A.

Monthly Financials

Fraser Hamilton Sr made a motion to approve financial statements as presented.
Cathy Aldrich seconded the motion.
The board **VOTED** to approve the motion.
Melissa Miavez reviewed the financial statements. She stated that the audit is still compliant. The auditors hope to be moving onto GAAP statement, which means that they are getting close to the end of the audit.

The Board asked for clarification on the "student incentives" label included in the document. Amber Oxley stated that this spending includes things like the Menlo Store and other nonacademic, student-centered spending.

V. School Director Report

A. Monthly Report

No report uploaded for review.

VI. Institutional Advancement Report

A. Monthly Report

Amber Oxley provided an update on policy: T. Harrison and Amber Oxley were authorized to have further conversations with Dickinson Wright law firm to revamp MPA policies. MPA staff is working with providing a first-round draft of MPA-specific policies. Dickinson Wright is also providing A. Oxley with an outline of additional policies to include in the policy update. Amber Oxley and Dickinson Wright hope to have the finalized draft of MPA policies to present at the February Board meeting. The new policies by Dickinson Wright will be House Bill 2 compliant.

The Board asked Amber Oxley for an update about volunteer engagement. Specifically, the Board wanted to know if the Volunteer Coordinator started a plan to engage MPA parents who are not reporting volunteer hours or not volunteering, how our volunteers are being engaged an honored, and appreciation events, etc. Amber responded that the Volunteer Coordinator has been in-touch with MPA parents through email. The Board requested that monthly meetings to include volunteer hour reports.

VII. Development & Community Relations

A. Development plan execution update

Amber Oxley reported on the following information:

-Recent student enrollment lottery for the 2017-18 school year was held. The lottery went smoothly and families have been notified. The families who won a seat at the lottery have been given a list of important MPA enrollment dates.

-Amber reported that MPA raised over $25,000 during the Winter Benefit.

B. Enrollment Growth & Outreach Plan Update

A. Oxley reminded the Board and public in attendance that that there is an Open House this coming weekend. She reported that this year's Open Houses have had great attendance.

The Board asked which budget has been paying for the enrollment testings' teacher stipends. Amber clarified that the proctoring stipends are coming out of the marketing budget since testing is considered an enrollment obligation.

C. capital campaign update

M. Vlasak presented an update on the campaign. The Board requests that the staff ensures that the process for pledge and payment be clarified and executed consistently and ensure thank you/confirmations are sent.

D. Student Withdrawal Report

Board requests a report to compare withdrawal data between the 2015-16 and 2016-17 school year.

E. Communications Plan

Fraser Hamilton Sr made a motion to approve communications plan as presented.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.

VIII. Executive

A. FY17 Updated Budget

T. Harrison reported that the last revision of the updated budget shows that MPA's budget is close to breaking even.
Fraser Hamilton Sr made a motion to approve budget from 1/19/17 to the end of the school year as presented.
Cathie Leimbach seconded the motion.
The board **VOTED** to approve the motion.

B. Executive Committee Member Election

Teri Harrison made a motion to add Cathie Leimbach to Executive Committee.
Cathy Aldrich seconded the motion.
The motion did not carry.
MPA's sponsor recommends to keep the number of board members on committees less than quorum (ie, less than 4 members).
Motion was withdrawn

C. Executive Committee Charter Revision

Fraser Hamilton Sr made a motion to approve changes to the Executive Committee charter as presented.
Cathy Aldrich seconded the motion.
The board **VOTED** to approve the motion.

D. Elect Finance/Audit Committee Chair

Teri Harrison made a motion to elect Cathie Leimbach to chair of finance committee.
Suzanne McFarland seconded the motion.
The board **VOTED** to approve the motion.

Roll Call
Cathie Leimbach Abstain

E. Regular Meetings

T. Harrison reported that the entire Board of Directors will begin to meet for working sessions every other week. Board members are not obligated to attend.

F. Teacher Assessment

S. McFarland presented the teacher evaluation framework on January 11 to MPA staff members. Jessica Burgess spoke with the committee and will present staff questions for the evaluation framework to the committee at an upcoming meeting.

IX. Facilities Expansion Committee

A. Progress Update

F, Hamilton Sr. presented on the status of the building project. Fraser reported that construction on MPA's new building is on-schedule.

X. Governance Committee

A. Board Retreat

C. Aldrich reported that the agenda and plan for Board retreat has been set. The retreat is scheduled for January 28, 2017 from 9 AM-2 PM at Berea Public Library.

XI. Program Excellence Committee

A. Assurances update

No report provided.

XII. Executive Session

A. Executive Session

T. Harrison made a motion to enter into Executive Session to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official. C. Leimbach seconded the motion. A roll call vote was taken. Motion passed unanimously. Entered at 7:28 pm. The Board invited Kurt Aey, Jeff Jaroscak, Julie Ganim, Amber Oxley, and Beverley Veccia (Amber & Beverley were invited in separately) into the executive session. Exited at 8:35.

F. Hamilton made a motion to enter into Executive Session to discuss matters which are the subject of pending or imminent court action. C. Aldrich seconded the motion. A roll call vote was taken. Motion passed unanimously. Entered at 8:36 pm. The Board invited Kurt Aey, Jeff Jaroscak and Julie Ganim into the Executive Session. Exited at 8:45 pm.

F. Hamilton made a motion to authorize T. Harrison to execute the settlement agreement with Marous Brothers Construction as presented. S. McFarland seconded the motion. Motion passed unanimously.

F. Hamilton made a motion to enter into Executive Session to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official. M. Vlasak seconded the motion. A roll call vote was taken. Motion passed unanimously. Entered at 8:50 pm. The Board invited Kurt Aey, Jeff Jaroscak, and Julie Ganim into the executive session. Exited at 8:52 pm.
The Board requested T. Harrison to contact D. O'Malia regarding his board service.

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 9:00 PM.

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