APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Wednesday February 15, 2017 at 6:00 PM

Location
MetroWest Community Development Organization 3167 Fulton Ave, Cleveland, OH 44109

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
Cathy Aldrich

Guests Present
Beth Turk, Carrie Ryan, Cindy Bialowis, Danielle Turk, Dave Massa, Denis Ticak, Eric Hogg, Erin Armstrong, Gretchen Woods, Jason Cohen, Jeff Jaroscak, Jen Sekorky, Jeremiah Tangen, Jessica Tonsing, Julie Ganim, KP Wohlgemoth, Keith McCann, Kelley Drumm, Kelly Jackson, Kristin Gampfer, Kristina Johns, Latha Srinivasan, Laura Lusk, Maria Gigante, Michelle Sayer,

Nasareen Ali, Natalie Hudak, Ricki Urban, Santhosh Thomas, Shruti Aring, Simon Berridge, Tina Pasatta, Vladimir Vancisin, Yafan Li

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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 Wednesday Feb 15, 2017 at 6:08 PM.

C. Public Comments

Parents submitted written comments/letters to the Board addressing their questions/concerns. A member of the public requested that the Board of Directors respond in writing to each letter within 30 days.

Cathy Aldrich arrived.

II. Meeting Minutes

A. Approve Minutes- Board Meeting 7/28/16

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 07-28-16 Board Meeting on 07-28-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

B. Approve Minutes- Board Meeting 8/4/16

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 08-04-16 Board Meeting on 08-04-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

C. Approve Minutes- Board Meeting 8/18/16

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 08-18-16 Board Meeting on 08-18-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

D. Approve Minutes-Board Meeting 8/25/16

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 08-25-16, pending the minor changes listed Board Meeting on 08-25-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.
-Nick Zambo is listed as a committee member attending the meeting when he should be listed as a guest
-Verify correct and complete information provided for the vote regarding hiring Volunteer Coordinator, Jessa Herron

E. Approve Minutes-Board Meeting 9/12/16

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 09-12-16 Board Meeting on 09-12-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

F. Approve Minutes- Board Meeting 9/15/16

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 09-15-16 Board Meeting on 09-15-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

G. Approve Minutes- Board Meeting 10/20/16

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 10-20-16 Board Meeting on 10-20-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

H. Approve Minutes- Board Meeting 11/17/16

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 11-17-16 Board Meeting on 11-17-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

I. Approve Minutes-Board Meeting 11/29/16

Cathie Leimbach made a motion to approve minutes from the New Board Member Onboarding Session on 11-29-16 New Board Member Onboarding Session on 11-29-16.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

J. Approve Minutes- Board Meeting 12/15/16

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 12-15-16 Board Meeting on 12-15-16.

Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

K. Approve Minutes-Board Meeting 1/19/17

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 01-19-17 Board Meeting on 01-19-17.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

L. Approve Minutes-Board Meeting 1/28/17

Cathie Leimbach made a motion to approve minutes from the Board Retreat on 01-28-17 Board Retreat on 01-28-17.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

III. Sponsor Report

A. Sponsor Report

MPA's sponsor's February site visit is scheduled for February 24, 2017. Now that the first round of teacher observations has been completed, MPA's compliance status is changed from pending to compliant. MPA has been identified as a Momentum School by ODE, and the sponsor will be presenting an award at the March 2017 Board meeting.

IV. Treasurer Report

A. Monthly Financials

Dave Massa shared a financial summary for the fiscal year to January 31, 2017. Revenue was based on 394 FDEs, rather than 400, because of timing issues.

The Board asked for clarification regarding parents having concern about a perceived projected deficit in MPA's 5-year forecast. Dave Massa reported that MPA's financial health is good, given the budget process and student enrollment, and that there is positive net income year-to-date.

Melissa Vlasak requested clarification regarding the Great Lakes Science Center credit card charge for a field trip that did not take place because of a snow day. It is expected that the tickets will be used at a later date or MPA will get a refund.
Melissa Vlasak made a motion to approve the January 2017 financial statement.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. School Director Report

A.

Monthly Report

No questions or comments at this time.

B. 11.6 Goals Updated

The sponsor clarified that MPA does not need to include 2017-18 goals for the 9th-grade cohort as part of the 2016-17 school year's goals.

C. Update on Gifted Education Cohort for Staff

The teacher cohort taking a gifted course from Ashland University met for the first time tonight, 2/15/17, at 4:30 PM at MPA.

D. New Hire: Short-Term Substitute Teacher

Cathy Aldrich made a motion to add Beth Brouilette to Menlo Park Academy's short-term substitute teacher list.
Melissa Vlasak seconded the motion.
The board **VOTED** to approve the motion.

E. Faculty Stipend Plan

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

F. Field Trip Approvals

The Board clarified that their role in field trip approvals is to ensure that field trips comply with the board-set field trip parameters. The Board requested that the PEC clarify information about field trip costs as needed.
Cathie Leimbach made a motion to approve the field trips presented in the Board book.
Cathy Aldrich seconded the motion.
The board **VOTED** to approve the motion.

VI. Operations Report

A. Policy Updates

Cathie Leimbach explained that an extensive set of MPA policies is being prepared to document how MPA will operate in compliance with state and federal educational and other laws. The Board has contracted with an educational attorney to draft these policies for us. For a few of these policies, the law firm requires the Board to decide which of the legal options MPA will follow. All of these policies need to be uploaded to EpiCenter.
Fraser Hamilton Sr made a motion to approve the 100s section of the school policies, including the following decisions: #114 – Ethics and Conflicts Policy - Each Governing Authority Director must sign a copy of the Ethics and Conflicts Policy; # 124 –

Reimbursement/Compensation - MPA Board members will not be compensated for their time at any meetings or training programs; #147.1 – Records Retention and Disposal Policy - MPA Board members must retain copies of all emails they send regarding MPA business in accordance with the school's document retention policy; #148.1 – Purchasing/Invoicing - Credit card purchases will be pre-approved by authorized personnel in accordance with the tiered approval policy. #157 – Insurance - MPA's Business Manager will be the administrator of the insurance program.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.
Cathy Aldrich made a motion to approve the 400s section of the school policies including the following decisions: #403.1 – Procurement of EpiPens/Inhalers - MPA will not procure EpiPens and/or inhalers. Families are responsible for providing these for their own children; #404 – Health Examinations and Immunizations - MPA must have evidence that all students have received required immunizations by the first day of school. Students will not be allowed to attend school until this evidence is provided.
Melissa Vlasak seconded the motion.
The board **VOTED** to approve the motion.

B. 2017-18 School Calendar

The following items are in discussion regarding the 2017-18 school year calendar:
- When the new school will be ready for students
- The schedule for professional development days
- Standardized testing dates
- Holiday schedules
- Use of CMSD busing

Julie Ganim will create a draft calendar for the 2017-18 school year which will likely be available for the March Board meeting. Julie will send out a draft to MPA parents for input. The following considerations were provided by the Board for the 2017-18 school year schedule:
- The suggested first day of school is Tuesday, 9/12.
- Consider the CMSD busing schedule when determining the start and stop time for the school day

Members of the public asked that the board compare MPA's start and stop time with those of K-8 schools in the area and consider the impact of a long day on the young students. They also asked if MPA could provide assistance with child care arrangements, such as offering camps, since school will be starting late. Child care facility programs for school-age children and high school and college students won't be available after mid-August or so.

VII. Dean of Student Services

A.

Guidance Reports, Trimester 1

No questions or comments at this time.

VIII. Audit/Finance Committee

A. 2017-18 Budget Process & Timing

The first draft of the 2017-18 school year budget was summarized. Revenue is projected to increase due to a higher expected student enrollment. The projected number of students for the 2017-18 school year is 468. The projected expenses are higher due to the size of the new school, building insurance, and debt servicing costs for the building loan. The moving costs are not accounted for in the budget. The Board stated that the budget needs to be modified in order to include a teaching assistant for each grade that meets the enrollment parameters for such. To get the grants and tax credits which are financing much of the building, it is necessary for MPA to have multiple legal entities that work together to own and operate the school. Debt servicing in 2017-18 will cost the school $450,000. The projected net income for 2017-18 is $174,000.

A Board member requested that we ensure that the rental fee for our current building is not included in next year's projection. A Board member indicated that the cost for professional development days to prepare to teach in the new building may need to be increased in the 2017-18 budget.

The next draft of the 2017-18 budget will be provided during the March 2017 Board meeting, and the final 2017-18 budget will be voted on during the April 2017 Board meeting.

The Board stated that it will take a look into the utilization of administrative staff and teaching assistants as substitutes during the school day.

IX. Development & Community Relations

A. Capital Campaign Report

Melissa Vlasak voiced concern that MPA is behind budget in its development efforts. We have brought in more than $100,000 less than projected. 100% of Board members have participated in the Annual Fund. 7% of MPA staff have participated in the Annual Fund.
Also, M. Vlasak reported on the successful neighborhood party hosted by Fraser and Suzie Hamilton on January 29. In addition, Cathy Aldrich is hosting the next neighborhood party on Feb 22 in Lakewood and Suzanne McFarland is hosting a neighborhood party on March 19 in Middleburg Heights.

B. Marketing and Development

No comments or questions at this time.

X. Executive Committee

A. Transition Team Update

According to Cathie Leimbach, the interviewee for MPA's School Director position has received another offer for a senior level job at a university. The search for a new School Director continues through outreach by Board members to education professionals. Cathie reports that no other strong prospects have been found. The transition team is looking into contracting a search firm to find MPA's next School Director.

Cathie presented survey results from the ParentSquare School Director survey.

The Board expressed that it would like to move to an Executive Director-type model, where one senior staff member oversees operations and academics, while other administrative staff look after day-to-day operations. The transition team stated that they are looking for a School Director candidate with strengths and a background in administration/business, as well as academics.

The School Director position has been posted on MPA's website.

B. Transition Team Update-Search Committee

A member of the public asked how MPA is addressing turnover of the School Director position. Cathie Leimbach reported that a survey was posted on ParentSquare to collect data from parents and staff members regarding qualities that the new School Director should have. The survey data gives board members a better idea of what to look for in candidates. Cathie also reported that MPA is starting to search for a School Director earlier than in some previous years, and the transition team hopes that this will help them locate a quality candidate.

A member of the public asked what the Board is doing to prevent more staff from leaving MPA, and asked for a reason as to why staff are leaving. The Board responded that they need to reflect and establish methods to ensure that they are better able to retain staff. The Board hopes that the new School Director will help lower staff turnover rate. Members of the public suggested a root analysis to address staff turnover.

Fraser Hamilton Sr made a motion to authorize the transition team to create a search team that includes Board members, employees, parents, and students.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.

C. Transition Team Budget for Search Firm

Suzanne McFarland made a motion to authorize the transition team lead to engage a search firm to assist in locating a school leader.
Cathy Aldrich seconded the motion.
The motion did not carry.
A search firm's services could cost between $11,100 and $35,000. Board members expressed that networking would be a more cost effective option for MPA.
Fraser Hamilton Sr made a motion to authorize the transition team to engage a search firm, provided the team has exhausted other opportunities, with the cost not to exceed $20,000.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Suzanne McFarland	Aye
Melissa Vlasak	No
Cathy Aldrich	Aye
Dan O'Malia	Absent
Cathie Leimbach	Aye
Fraser Hamilton Sr	Aye
Richard Hronek	Aye
Teri Harrison	Aye

D. Teacher Assessment Framework Update

Suzanne McFarland reported that she presented the evaluation framework to teachers who expressed concerns. Jessica Burgess gathered all questions in a written document, to which Suzanne provided answers. Suzanne addressed the use of OTES and MAP for teacher assessment.

E. Member LOA

Fraser Hamilton Sr made a motion to approve Suzanne McFarland's leave of absence from the Board of Directors from February 16, 2017, until a date to be determined.
Melissa Vlasak seconded the motion.
The board **VOTED** to approve the motion.
S. McFarland will serve MPA pro bono as an Educational Consultant.

The Board of Directors received Dan O'Malia's official resignation from the MPA Board of Directors.
Cathy Aldrich made a motion to provide an exception to the committee charter that allows Suzanne McFarland to continue as leader of the PEC committee, pending verification by the sponsor that there would be no conflict of interest.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

XI. Facility Expansion

A. Project Update

Fraser Hamilton clarified that any surprise costs, such as finding asbestos in the building, are covered by contingency funds in the project budget. The project is currently three to four weeks ahead of schedule. Fraser Hamilton indicated that MPA's new building will receive a certificate of occupancy once the building meets life-safety conditions, such as having lights, plumbing, elevator, and a sprinkler system.

Members of the public asked if there is a plan in place if the new building isn't ready to open for 2017-18 school year. The Board of Directors responded that they do not have an alternative plan because the new building is ahead of schedule. The Board suggested that they will ask about the possibility of extending the use of the current space into the 2017-18 school year, if need be, but the Board believes that it is extremely unlikely that an alternative plan will be necessary.

XII. Program Excellence

A. Program Guide

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

XIII. Executive Session

A. Executive Session

T. Harrison motioned to go into executive session to discuss imminent or pending litigation. F. Hamilton seconded the motion. A Roll Call vote was taken: C. Aldrich - yes; T. Harrison - yes; C. Leimbach - yes; M. Vlasak - yes; F. Hamilton - yes; R. Hronek - yes; S. McFarland - yes.
Entered into executive session at 9:14. Invited into meeting were J. Jaroscak and J. Ganim
Exited executive session at 9:19 pm.

B. Agreement

Fraser Hamilton Sr made a motion to authorize T. Harrison to execute a settlement agreement for the lawsuit.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Melissa Vlasak made a motion to authorize T. Harrison to execute the agreement for the previously approved expenditure for Giving Insights development consultants pending

legal review. C. Leimbach made a friendly amendment to authorize J. Ganim to execute instead.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIV. 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 9:34 PM.

Respectfully Submitted,
Carrie Ryan
Fraser Hamilton Sr made a motion to adjourn the meeting at 9:34 pm.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.