APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Wednesday April 19, 2017 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
Cathie Leimbach, Fraser Hamilton Sr, Melissa Vlasak, Richard Hronek, Teri Harrison

Directors Absent
Cathy Aldrich

Directors who arrived after the meeting opened
Fraser Hamilton Sr

Guests Present
Carrie Ryan, Dave Massa, Jeff Jaroscak, Julie Ganim, Latha Srinivasan, Nylajean McDaniel, Suzanne McFarland

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 Apr 19, 2017 at 6:02 PM.

II. Public Comments

A. Public Comments

MPA Latha Srinivasan voiced concern for the use of Rosetta Stone for foreign language instruction. Mrs. Srinivasan believes that there is a lack of engagement with students and foreign language due to the absence of a foreign language instructor in the lower school classrooms. Mrs. Srinivasan requested that the board talk with administrators to reconsider using the software for next school year.

III. Approve Minutes

A. Approve Minutes-3/1/17

Cathie Leimbach made a motion to approve minutes from the Special Meeting on 03-01-17 Special Meeting on 03-01-17.
Melissa Vlasak seconded the motion.
The board **VOTED** to approve the motion.

B. Approve Minutes-3/16/17

Cathie Leimbach made a motion to approve minutes from the Board Meeting on 03-16-17, pending the addition of another teacher and salary to the motion of teacher renewal. Board Meeting on 03-16-17.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.

C. Approve Minutes - 4/5/17

Cathie Leimbach made a motion to approve minutes from the Special Meeting on 04-05-17 Special Meeting on 04-05-17.
Melissa Vlasak seconded the motion.
The board **VOTED** to approve the motion.
Fraser arrived late, 6:11 pm

D. Approve Minutes - 4/10/17

Cathie Leimbach made a motion to approve minutes from the Working Session on 04-10-17 Board Meeting on 04-10-17.
Melissa Vlasak seconded the motion.
The board **VOTED** to approve the motion.
Fraser Hamilton Sr arrived.

IV. Sponsor Report

A. Monthly Sponsor Update

The sponsor did not provide a monthly update at this time.

V. Treasurer Report

A. Monthly Financial Statements

The monthly financial statements were not uploaded at this time.

Dave Massa provided a summary of the March financial statements:
-FTEs are up to 406
-Year to date income is still positive
-There is a slight deficit that does not cause concern

The board requested that revenue and expenses be entered into the appropriate specific accounts. The large entry in miscellaneous revenue needs to be specified further or coded correctly.
Melissa Vlasak made a motion to Table the approval of the March financial statements.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.

B. Expenditure Approval

The board members expressed confusion over signing off on a payment approval report when payments are already processed and requested a change in procedure. Dave Massa suggested options to revise this process, such as only having Board members vote and sign off on special approvals or items exceeding $10,000.

C. FY2016 Audit Update

Audit is expected to be completed in the next couple of weeks.

D. 5-Year Forecast

The 5 year forecast is expected to be completed by May 2017.

VI. School Director Report

A. Monthly Reports

Dr. Nylajean McDaniel provided a summary of her Director's Report attached to this agenda.

Dr. McDaniel reassured everyone that the issues with testing access were resolved.

B. Faculty Renewal

Richard Hronek made a motion to offer Jordan Nicholas a contract for employment for the 2017-18 school year at $34,000.
Melissa Vlasak seconded the motion.
The board **VOTED** to approve the motion.

C. SY16-17 School Calendar Adjustment

Cathie Leimbach made a motion to modify the Kindergarten academic school year end date to May 31, 2017.
Richard Hronek seconded the motion.
The motion did not carry.

VII. Administrative Director Report

A. Monthly Reports

Julie Ganim requested expectations from the board for her director's report. The board provided example topics for the next board report:

-Monthly financial statement
-Specifics about enrollment
-DCRC update
-IT update
-Facility update
-Great successes and/or blocks
-Healthcare vendor update

No report provided at this time.

B. Policy Updates

The following policy decisions needed to be made in order to adopt the policies attached to the meeting's agenda:

1.) Instructional services provided to out of school suspension. The board needed to decide if MPA would or would not offer instructional support to suspended students. The board decided that MPA will not provide instructional services to suspended students, but suspended students will have opportunity to make up work per absence policy.

2.) Whether MPA will honor unused teacher PTO in the form of payment. The board decided that MPA will honor 3 days of sick leave from previous school district during the first year of teaching at MPA.
Cathie Leimbach made a motion to approve 200 and 300 policy updates.
Richard Hronek seconded the motion.

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

C. Outstanding Material Fees

$50,000 of 2016-2017 school year student fees are still outstanding. Dave Massa has information on who has outstanding fees and for what. Parents will be contacted to pay.

VIII. Educational Consultant Report

A. Monthly Reports

Suzanne McFarland summarized the reports that were uploaded to Board on Track.

B. Technology Update Related to Testing and Rosetta Stone

Suzanne McFarland and Doug Thompson will be sending out a letter to the MPA community to address the technology issues experienced during testing.

C. Staff Building Tours

Fraser Hamilton gave staff the opportunity to visit the new building. Most teachers embraced the new space.

D. Professional Development Update

Christian Long and Brian Knight worked with teachers last week. There was a lot of teacher engagement during the event. The next professional development day is on May 1st.

IX. Audit & Finance

A. FY2018 Budget

Cathie Leimbach highlighted the revisions (i.e. aides, technology) made to the budget since the March board meeting. Suzanne asked for clarification of the PD budget.
Melissa Vlasak made a motion to revise the development budget from $217,000 to $205,000.
Cathie Leimbach seconded the motion.
The motion did not carry.
Fraser Hamilton Sr made a motion to approve the 2018 FY budget as presented.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.

X. Development & Community Relations

A. Enrollment Growth & Outreach Plan Execution Update

Melissa Vlasak summarized the attached document.

B.

Annual Operating Fundraising Plan Execution Update

No update provided at this time.

C. Capital Campaign Execution Update

The board requested further brainstorming in order to achieve MPA's Capital Campaign goals.

D. 2017-18 Development Plan

No update to report.

XI. Executive

A. Board Member Elections Policy Update

Julie Ganim reported that BVU suggests there not be term limits for board service as this can result in the loss of a highly contributing board member with valuable organizational knowledge. She believes that action needs to be taken to eliminate the maximum years for a board member's service.
Fraser Hamilton Sr made a motion to approve changes to the board member years of service as presented.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.

B. Annual Member Elections

Richard Hronek made a motion to reelect Fraser Hamilton and Teri Harrison to MPA's Board of Directors for terms ending in 2020.
Cathie Leimbach seconded the motion.
The board **VOTED** to approve the motion.

C. Transition Team Update

Cathie Leimbach provided a summary of the search process so far. Although 87 applicants applied, MPA is only currently interested in 16 of them. The Search Team is currently waiting for 5 of these applicants to provide their Educational Philosophy statement. The Search Team will schedule phone interviews with 8 candidates within the following days. Within two weeks, the Search Team will decide on which applicants will be receiving in-person interviews. All Board members are asked to attend the second in-person interviews on May 8 and 9.

XII. Facility Expansion

A. Project Update

Fraser Hamilton summarized the facility update provided in BOT, especially noting that the building is 40% complete.

XIII. Governance Committee

A. Charter

Fraser Hamilton Sr made a motion to approve the revised GC charter as presented.
Melissa Vlasak seconded the motion.
The board **VOTED** to approve the motion.

B. GC Monthly KRA report

Cathie Leimbach summarized the KRA report as uploaded to BOT and requested that everyone complete this chart for their KRAs prior to each board meeting.

XIV. Program Excellence

A. Launch to New School

Doug Thompson and Suzanne McFarland are working with the Program Excellence Committee and MPA staff to discuss ways that MPA can help the MPA community, especially students, transition into the new building.

B. Audit Report Summary

Suzanne McFarland summarized the technology issues encountered during testing. She plans to send an updated audit report to board members via email.

C. Annual Survey

See attached document in BOT. Suzanne McFarland requested that the board members provide question topics for the survey.

D. Summer Math Course Proposal

Fraser Hamilton Sr made a motion to approve the summer math course proposal as presented.
Cathie Leimbach seconded the motion.
The board **VOTED** to approve the motion.

XV. Closing Items

A. Adjourn Meeting

Richard Hronek made a motion to adjourn the meeting.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** to approve the motion.
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