APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday May 18, 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, Cathy Aldrich, Fraser Hamilton Sr, Melissa Vlasak, Teri Harrison

Directors Absent
Richard Hronek

Guests Present
Dave Massa, Gretchen Woods, Jeff Jaroscak, Julie Ganim, Kelly Jackson, Latha Srinivasan, Nylajean McDaniel, Shruti Aring, 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 Thursday May 18, 2017 at 6:07 PM.

C. Approve Minutes-4/19/17

Cathy Aldrich made a motion to approve minutes from the Board Meeting on 04-19-17 Board Meeting on 04-19-17.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes - 5/8/17

Cathy Aldrich made a motion to approve minutes from the Working Session on 05-08-17 Board Meeting on 05-08-17.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Minutes - 5/9/17

Cathy Aldrich made a motion to approve minutes from the Working Session on 05-09-17 Working Session on 05-09-17.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Sponsor Update

A. Monthly Sponsor Update

Sponsor update is out. Will be reviewing all compliance issues between now and end of June and will let us know what can be or not be fixed. No time yet for May site visit and anticipates doing so next week.

III. Treasurer Report

A. Monthly Financial Statements - March

Melissa Vlasak made a motion to approve March financial statements.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Discussion held last month, no new questions.

B. Monthly Financial Statements - April

D. Massa highlighted certain items. FTE's are stable. Question about the budget remaining showing a negative number. D. Massa pointed out that we need to collect the Federal revenues and it will be positive when it happens. We will collect before the end of the fiscal year.
Fraser Hamilton Sr made a motion to approve the April financials.

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

C. 5-year forecast update

D. Massa pointed out highlights of the Five-year Forecast and reported on plans to upload for compliance. Budget Forecast will be revisited in November.
Fraser Hamilton Sr made a motion to approve the Five-Year Forecast Budget as presented.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
D. Massa reported that the audit was completed and some items were explained with regard to W. 53rd Holding and all issues were cleared and we will be in compliance. The post audit report will be out next month. The Board thanks D. Massa for his work on the audit.

IV. School Director Report

A. Monthly Report

Highlighted events in written report especially the Drama Club Dinner Theater. Question on the report about suspensions. Dr. McDaniel says it was an off thing and not a trend.

B. LPDC Stipend

LPDC Committee. Four staff members participated. Dr. McFarland would like a motion for a stipend. Some discussion of what stipends may or may not have been already approved. Question on what was left in the stipend budget. D. Massa says we have money left.

Discussion on stipends for 2017-18.Dr. McFarland reported still working on the structure for stipends. Discussion on field trips that stipends should be part of the field trip budgets. Dr. McFarland also reported that there has been a field trip application and monitoring process. Suggestion to make stipends payable in June to ensure all expectations were met before stipend is paid. Motions will be voted upon at the June Board meeting.
Fraser Hamilton Sr made a motion to approve the LPDC Stipends as presented for the 2016-2017 SY. M. Vlasak, friendly amendment to clarify that the stipend is $300 per person.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Design Team Stipend

Five staff members were designated as Design Team members. Dr. McFarland discussed plans for stipends for this team for the next school year, not this school year. Requesting $6000 from transition PD grant for team to work with Dr. McFarland over the summer to plan for the design in transition to new building. Asked if this is in line with the

PD plan put together with Christian Long. May visit with Mr. Long will be by phone next week to discuss. Discussion of other stipends to be paid and how might this stipend plan affect those. May be money left in the transition PD budget.
Fraser Hamilton Sr made a motion to approve payment of a stipend pool of $7000 (up to $1000 per person) for the Design Council to work on the plan over the summer. Friendly amendment by F. Hamilton to make it conditional that money is available from 2016-17 budget.
Cathie Leimbach seconded the motion.
The board **VOTED** to approve the motion.

D. 2017-2018 Calendar Updates

Dr. McDaniel highlighted issues/errors from the previously approved 2017-18 calendar with regard to Kindergarten start.
Fraser Hamilton Sr made a motion to amend the approved 2017-18 calendar to have the Kindergarten begin their half days on September 13th.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Discussion on shifting Columbus Day to be on the correct date on the 2017-18 calendar.
Fraser Hamilton Sr made a motion to amend the 2017-18 calendar to reflect the observed date for Columbus Day to be October 16th.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Discussion on the change to adjust the last day of school. The required 920 hours would still be met.
Fraser Hamilton Sr made a motion to amend the calendar to adjust the last day of school to June 1st.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Discussion around the dates for 2017-18 winter break. Comments that because of late start to school that the days for winter break seemed excessive. Discussion of length of break. Noted that we did discuss this in previous meeting when calendar was approved. Also considered CMSD dates for break and possible participation for staff in their PD on January 8th. Discussion on options for dates at the winter break.
Melissa Vlasak made a motion to set the winter break to begin on December 20th and end on January 3rd with students returning on January 4th and return the PD to January 8th. Friendly amendment by T. Harrison to have break start on December 22nd with students returning on January 9th and the 8th would be an in service day.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dr. McDaniel put forth the idea for consideration to move the Kindergarten graduation to the same day as 8th grade graduation based on feedback from Kindergarten teachers. Dates will be place on the events calendar.

Dr. McDaniel brought up the possibility of extending pay for teachers over the whole year since we are starting late. First official pay date will be determined. There will be no lapse in pay due to the late start.

E. Stipend Overview

Dr. McFarland presented an overview of a stipend award procedure and explained thought process with assistance from a BVU volunteer for the structure for stipends and tying it to KRA's and associated tasks, program activities such as out of town field trips. Structure will include accountability measures and a payment schedule. Dr. McFarland answered questions and asked for any feedback on the stipends to be sent to her.
Rachel Mabe presented a proposal for sports programs and offerings for students. Asked Board for goals for an athletic programs. Reviewed history of sports programs to date. Ideas include sports every season (eg., adding flag football and track) and adding a Pep Club. Wants coaches to be First Aid and CPR certified and trained and also have a contract with expectations.
Highlighted evaluations for AD and student participation. Wants students to complete sports team contracts. Wants athletic program and each sport to have a budget - cost breakdowns were provided to the Board. In particular pointed out cost of rented gym space and wants to compromise by using our gym next and being flexible for the space. Cost savings from gym rental would pay for the program. If want to keep competitive nature, then could go to a pay to play program. Details were presented. Can work within a budget. Would also like to offer a scholarship program for lower income students. Another option would be a cap to play per year.
Student safety a priority.
Some discussion about other ideas for play space depending on sports offered. Suggested a survey to gauge interest and cost acceptance and what those fees would cover.
Ms. Mabe asked questions about protocols for proposing plans and crafting the program and acquiring approvals.
Dr. McFarland commented that we need to look at the program and drafting a philosophy with regard to the mission and program of the school. It will help be a guide. Board would like to see a philosophy with regard to athletics drafted. Asked if we want more competitive programs which would need a gym or are we more focused on a recreational, less competitive nature. Depending on our direction it will affect choices we make for athletics. Board asked her to consider geography of the participating families.
Dr. McDaniel will propose Ms. Mabe to be our athletic director at the June Board meeting.
M. Vlasak asked about fitting the programs into the budgets. Will depend on offsetting income and parts are part of the budget, such as stipends.

F. AD Stipend for 2017-2018

To be brought forward by Dr. McDaniel at the June board meeting.

V. Administrative Director Report

A. Monthly Report

Questions on the report. Some discussion on the relationship with Refugee Response. If not partnering with that organization will need to find some other organization to work with since community service is part of our lender requirements. J. Ganim is researching options. F. Hamilton noted that we will have to connect with Cleveland Development Advisors.
Enrollment update given by Jenn Ingraham. There are a lot that have enrolled and some in process. We have 454 current enrollment and 18 withdrawals for a variety of reasons and follow up is happening. Researching other avenues for requirement such as pre-schools. Have opened new sections of grades K - 4 based on enrollment. Break down of numbers for each grade level given. Reported on previous Open House - 18 families attended, positive response. Gave free testing last weekend and several (22) qualified. J. Ingraham gives families other avenues for testing. J. Jaroscak reminded us that new family packets must include the school state report card. He will forward to J. Ingraham a list of requirements for the packet. Some discussion of other compliance procedures. J. Ganim will call sponsor with any questions she may have. Questions about class numbers with regard to hiring and needs for furniture in new building. Discussion of class sizes and policy. J. Ingraham will send the Board an updated enrollment report.

Question about returned signed teacher agreements. Have received 22 out of 31 and have followed up with the others. So far only two confirmed non-returnees.

B. Outstanding Material Fees

J. Ganim uploaded amounts of uncollected fees in her report. Questions on how we are managing under policy to collect activity fees since we are passed the last day for payment even though we are going on field trips, etc. J. Ganim reported on that process. Board asked more detail questions with regard to that collection process. Board restated the expectation that the policy be followed to have the families pay the fees.

C. Wall 2 Wall Renewal

T. Harrison restated the reasons for contracting with Wall to Wall for EMIS reporting. Discussion on the services offered. Question asked to confirm it is in the budget. D. Massa confirmed that it is.
Fraser Hamilton Sr made a motion to to authorize T. Harrison to sign the renewal contract with Wall to Wall.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Educational Consultant Report

A. Summary of Testing

Dr. McFarland reported on the issues we had with technology during the testing windows. D. Thompson had to electronically recode the accelerations for each student to enable the correct test to be given. AIR testing is complete and MAP testing is almost complete. Issues should be resolved by next year so that the issues will not be repeated.

B. Summary of Rosetta Stone

Dr. McFarland reported that the PEC will be discussing Rosetta Stone program next week and what we want for a language program at MPA at all grade levels and how Rosetta Stone will fit as a part of that. Also soliciting input on the end of year survey that will be given to parents, students and staff. Please send ideas, recommendations to Dr. McFarland.

VII. Development & Community Relations

A. Development Plan Progress Report

M. Vlasak did not upload the progress report for Development, but did report on the amount raised in the Walk-a-thon which is just shy of $14,000 and thanks to that team for working so hard. She also reported on other amounts raised and highlighted parts of the Development Plan for next year.
DCRC also discussed and reported that we have one concession stand for the basketball playoffs and they discussed potential for adding extra volunteers for additional concession carts to net $125 per person. Discussed other concession opportunities and tracking of statements of earnings for concessions.
Annual Fund donation follow up is ongoing. All families have been contacted and teachers are still remaining to be contacted. Totals raised will be reported soon. The Board may need to assist with a phone-a-thon to try to achieve the goal. M. Vlasak will report to the Board what will be needed to try to raise money to get as close to goal as possible. She believes we may not meet goals. Will look at what will need to be done differently going forward. Board stated we want to focus on all we can do to meet our goal this year.

B. Enrollment Growth & Outreach Plan Progress Report

J. Ingraham updated this report earlier in the meeting under the Operations Director Report

C. Capital Campaign Progress Report

M. Vlasak updated the Board on the upcoming events for the Capital Campaign. Discussion of conflict with capital campaign event and working session.C. Aldrich will do a doodle to try to find a new date for the working session.

VIII. Facility Expansion

A.

Building Project Progress Update

F. Hamilton updated the Board on what work has been completed to date and what is coming up soon. The masons are working 2 to 3 shifts currently to get the outside work done. Lights are on 24/7 for security and the security cameras/systems are being installed. MPA Banner is up. Everything is on time. Subcontractors are underbilling and need to catch up the billing to match all the work that is being done and is completed.

IX. Governance Committee

A. Board Officer Elections

Cathy Aldrich made a motion to elect Teri Harrison as Board Chair for the 2017-2018 year.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathy Aldrich made a motion to elect Cathie Leimbach for the position of Board Treasurer for the 2017-2018 year.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathy Aldrich made a motion to elect Cathie Leimbach as Board Secretary for the 2017-2018 year.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Program Excellence

A. Summer Math Course

Dr. McFarland updated the Board on registrations for the Summer Math Course. Registration cut off is tomorrow and there may be additional registrations.Dr. McFarland will send out another Parent Square message and make a decision.

XI. Executive

A. Policy Updates

C. Leimbach updated the Board on the Policy updates from A. Borman and highlighted certain portions and changes including conflict of interests, preference for staff member children, test prep, calamity day policy needs to be approved every year, suspensions and expulsions cannot occur due to attendance or carry over to beginning of next year, Lindsay's law, and diabetic students. J. Jaroscak clarified process for suspensions of hearing officers. Board will verify we have the correct form.
Melissa Vlasak made a motion to approve adoption of the policies as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

B.

Transition Team Update

C. Leimbach has no changes to the uploaded report.

C. Executive Session

Cathy Aldrich made a motion to enter into executive session to discuss employment of a public employee.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

A Roll Call vote was taken and Board members voted yes to enter into executive session. Drs. McDaniel and McFarland, J. Ganim and J. Jaroscak were invited into the executive session. Exective Session was entered into at 8:45 pm and exited at 10:32 pm.

D. School Leader Hire

Fraser Hamilton Sr made a motion to authorize T. Harrison to enter into negotiations for a new school leader.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Closing Items

A. Adjourn Meeting

Cathy Aldrich made a motion to adjourn the meeting.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously 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 10:38 PM.

Respectfully Submitted,
Cathy Aldrich