APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday June 15, 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, Richard Hronek, Teri Harrison

Directors Absent
Melissa Vlasak

Guests Present
Jennifer Ingraham, Jeremiah Tangen, Julie Ganim, Julie Hudson, Kelly Drumm, Kelly Jackson, Lanh Amaut, Latha Srinivasan, Mary, Nylajean McDaniel, Stacy Stuhldreher, Suzanne McFarland, Tina Passatta

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 Jun 15, 2017 at 6:10 PM.

C. Public Comments

1. Julie Hunt - Questions on location of Geometry class.
2. Latha Srinivsan - Comments on the athletic plan; asked for us to consider all types of enrichment activities, ie robotics coach with regard to meeting the needs of the whole child. T. Harrison clarified the reasoning behind putting structure around the athletic programs for the benefit of the students and reduction in costs from the past year.

II. Minutes

A. Approve Minutes - 5/18/17

Fraser Hamilton Sr made a motion to approve minutes from the Regular Board Meeting on 05-18-17 Regular Board Meeting on 05-18-17.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes - 6/1/17

Cathy Aldrich made a motion to approve minutes from the Special Meeting on 06-01-17 Special Meeting on 06-01-17.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Sponsor Report

A. Monthly Report

No report given. Mentioned the updates given from the sponsor this month has a lot of good information, particularly for our new director. C. Aldrich will forward to S. Stuhldreher.

IV. Treasurer Report

A. Financial Statements - May 2017

Treasurer representative absent. No vote taken.

V. School Director Report

A. Monthly Report

No questions on the uploaded report. Dr. McDaniel highlighted the large number of year-end activities and that enrollment is up.

B.

Field Trip Approvals

Fraser Hamilton Sr made a motion to approve the field trips as presented.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Board asked if all of these are in budget. Clarified that these are usual and customary field trips. J. Ganim is still reviewing the distribution of field trips over the grade levels. S. Stuhldehrer asked questions on budget responsibility and authority to sign contracts. Dr. Hronek asked if we consider policy for contracts in case a trip would need to be cancelled. Board directed that the field trip contracts be so reviewed/adjusted.

C. 2017-18 Athletics

Fraser Hamilton Sr made a motion to authorize a stipend to Rachel Mabe for $500 for summer preparation of the athletic program.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. 2017-18 Special Education Services

Fraser Hamilton Sr made a motion to authorize Dr. McDaniel to execute the agreement with TES for a cost not to exceed of $184,000 for special education services for the 2017-18 school year.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Discussion of the contract proposals received from the RFP and related costs. Question on comparison of costs to reimbursement received from the state. Expenses may be less than reimbursement this year.

E. Admin Staff Merit Recommendations

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

Roll Call

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

Entered into executive session at 6:35.Exited at 6:44. Roll call vote: T. Harrison - yes; F. Hamilton - yes; C. Aldrich - yes; C. Leimbach - yes; R. Hronek - yes. Invited into the session: Dr. McDaniel, Dr. McFarland, S. Stuhldreher and J. Jaroscak.

Fraser Hamilton Sr made a motion to approve the recommended salary increase for Jim Kennedy to $58,807 annually.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Individual Teacher Conferences

Dr. McDaniel reported that she is meeting with each teacher to get feedback and it is going well. Dr. McFarland reported on information received from the annual survey about concerns at teacher turnover and shared the varied reasons. Dr. McDaniel reported that they will begin teacher interviews next week.

VI. Administrative Director Report

A. Monthly Report

No report uploaded.

B. Outstanding Material Fees

J. Ganim reported that uncollected materials fees have been reduced down to $13,000. Families have not repsonded to calls and emails so they have been pulled from Blackbaud and report cards will be held. Discussion of materials fees policy and procedures for enforcing the policy.

C. Sheakley Renewal

Sheakley renewal may not be up until July. J. Ganim will follow up on the renewal.
Fraser Hamilton Sr made a motion to table the renewal of the Sheakley agreement.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Summer IT Work

T. Harrison reviewed the summer IT work proposal.
Richard Hronek made a motion to approve the Mobiltek Summer work contract as uploaded.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Summer Space

Summer Space - believe we have a location, but contract has not arrived from the entity. Hope to have next week. She explained the space available and facilities from Detroit Shoreway Development Corporation.
Fraser Hamilton Sr made a motion to authorize T. Harrison to execute the agreement with Detroit Shoreway Development Corporation for summer work space in an amount up to $1000 per month for up to 3 months.

Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Student Withdrawal Summary

Discussion of withdrawal report of year end withdrawals that was uploaded. Question on exit interview results.

G. Stipend Request

Fraser Hamilton Sr made a motion to approve the stipend request in the amount of up to $3,200 for Nicholas Pennypacker for the purpose of teaching the summer High School Geometry course.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Development & Community Relations

A. EGOP Execution Update

Enrollment updates were uploaded. Policy allows for over enrolling due to ability groups and staffing accordingly.

B. 2016-17 Annual Operating Plan Update

Discussion of numbers on uploaded fundraising report. T. Harrison has asked Heather Lowe to try to find additional information on the amounts from the Browns concession stands. S. McFarland will coordinate a phone-a-thon for the annual fund.

C. Development Coordinator Job Description

Fraser Hamilton Sr made a motion to approve the Development Coordinator job description as presented. F. Hamilton Sr. made a friendly amendment to change "annual financial goals" to "annual development goals".
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Questions on the accountability structure on who reports to whom which may need further discussion. Need clarity around DCRC monitoring and staff working with the committee. Discussion of timing of posting this position and level of comfort with the intended work included in the job description. Questions on procedures for the work, Board says that specific procedures may be determined by staff.

D. Development Consultant Agreement

Cathie Leimbach made a motion to approve the Development Consultant Agreement as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Web Site Update

Jen Ingraham and Julie Hudson presented information regarding the new website design and content. Board and S. Stulhdreher will be getting a questionnaire for input.

F. Capital Campaign Update

No report uploaded. Did have some successful events and more are scheduled for the summer.

VIII. Executive

A. 2017-18 Board Meetings and Deliverables Calendar

Cathy Aldrich made a motion to approve the 2017-18 BOD Deliverables Calendar including the addition of the working sessions to the first Thursday of the month starting in August 2017.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dates similar to last year. Question on whether to add the working board sessions on the alternate week prior from the regular board meeting, the first Thursday of the month.

B. Sponsor Modification 6

J. Jaroscak reported that the modification updates the changes in state law.
Fraser Hamilton Sr made a motion to authorize T. Harrison to execute Modification 6 as presented.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Board on Track Renewal

Cathy Aldrich made a motion to approve the renewal of the Board on Track services as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Executive Director JD and Process

Discussion will occur at the June 20 board working session.

IX. Facility Expansion

A. Progress Update

Project is 82% complete; update given on specific items completed and in process. All on track.

B.

Facilities Coordinator Job Description

Fraser Hamilton Sr made a motion to table.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Can be part of the June 20 working session?

X. Program Excellence

A. Annual Survey

Responses from survey has been returned. Dr. McFarland will have the summary available at the July 8th strategic plan meeting. Thanks to Dr. McFarland and C. Leimbach for handling the survey.

B. Summer Planning

Dr. McFarland reported on the work to be completed for professional development related to teaching in the new space and teacher interviewing structure for open positions.

C. Launch Activity

Dr. McFarland reported on last day of school activity with students making chalk drawings and time capsules for the new building.

XI. Closing Items

A. Adjourn Meeting

Thank you to Dr. McDaniel for her service and time to Menlo! It is much appreciated by the entire MPA community and was extremely beneficial to us as an organization.
Fraser Hamilton Sr made a motion to adjourn the meeting.
Richard Hronek 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 8:00 PM.

Respectfully Submitted,
Cathy Aldrich