APPROVED

Menlo Park Academy Governing Board

Minutes

Board Meeting

Date and Time
Thursday August 25, 2016 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
Cathy Aldrich, Dan O'Malia, Kelly Nelson, Suzanne McFarland, Teri Harrison

Directors Absent
Fraser Hamilton Sr

Directors who left before the meeting adjourned
Dan O'Malia

Guests Present
Amber Oxley, Beverley Veccia, Carrie Ryan, Jeff Jaroscak, Jeremiah Tangen, Jim Kennedy, Kelly Fortune-Somerville, Kristina Johns, Latha Srinivasan, Melissa Vlasak, Nick Zambo, Paul O'Neill

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 Aug 25, 2016 at 6:00 PM.

II. School Director Action Items

A. New Hires for 16-17

Dan O'Malia made a motion to hire Jessica Herron as the Volunteer Coordinator for an annual salary of $33,000 pending a forthcoming job description.
Cathy Aldrich seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Dan O'Malia	Aye
Fraser Hamilton Sr	Absent
Cathy Aldrich	Aye
Suzanne McFarland	No
Teri Harrison	No

Dan O'Malia made a motion to hire Emily Carter for an Instructional Aide position for an annual salary of $24,000.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Kelly Nelson made a motion to hire Jeanette Thevenin for a substitute teacher position for the 2016-17 school year.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Kelly Nelson made a motion to hire Shannon Jakubczak as the Edison Club Coordinator (additional role) for an annual salary of $7,500. A job description is forthcoming.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dan O'Malia made a motion to hire Trevor Rockey for the Technology teacher position at an annual salary of $25,000.
Cathy Aldrich seconded the motion.
The motion did not carry.

Roll Call

Cathy Aldrich	No
Kelly Nelson	No
Teri Harrison	No
Fraser Hamilton Sr	Absent
Suzanne McFarland	No
Dan O'Malia	No

Cathy Aldrich made a motion to hire Katie Anderson as an Instructional Assistant at an annual salary of $23,000.
Kelly Nelson seconded the motion.
The motion did not carry.

Roll Call	
Cathy Aldrich	Aye
Fraser Hamilton Sr	Absent
Teri Harrison	No
Kelly Nelson	Aye
Dan O'Malia	No
Suzanne McFarland	No

III. Institutional Advancement Action Items

A. SY16-17 Development Plan

Dan O'Malia left.
Cathy Aldrich made a motion to approve the SY16-17 Development Plan as presented.
Kelly Nelson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Kelly Nelson	Aye
Suzanne McFarland	Aye
Fraser Hamilton Sr	Absent
Cathy Aldrich	Aye
Dan O'Malia	Absent
Teri Harrison	Aye

B. Development Consultants

No motion made.
Amber Oxley recommended not moving forward with any consultants at this time due to further clarification of MPA's needs. She suggested that the topic be revisited when the needs are determined.

C. School Insurance

Suzanne McFarland made a motion to approve hiring Althans Insurance Agency as MPA's insurance broker and selecting a multiple policy coverage option for a maximum of $18,000/year.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Executive

A.

Personnel Policy Update

Cathy Aldrich made a motion to approve the Personnel Policy updates as presented, including Administrative Holidays/School Closing days, per presented policy addressing partial credit for mid-year hires.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
Beverley Veccia voiced concern over language of each director's role in hiring process.
Amber Oxley voiced concern over the language addressing mid-year hires and calculating their years of service and how this would affect PTO. The board clarified that additional days earned for years of service are awarded when those years are completed.
Cathy Aldrich made a motion to grandfather the amended Personnel Policy's PTO days policy for the current administrative staff members until July 1, 2017.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Committee Chairs & Members

Suzanne McFarland made a motion to authorize the creation of an ad-hoc Capital Campaign Committee and approve the committee charter as presented.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathy Aldrich made a motion to elect Kelly Nelson to Chair of the Capital Campaign Committee.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Committee Charter Revisions

Cathy Aldrich made a motion to approve changes to the Facilities Expansion Committee charter as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Governance Committee

A. 2016-2017 KRAs

Cathy Aldrich made a motion to table the approval of KRAs pending further committee work.
Kelly Nelson seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Executive Session

A.

Executive Session

Teri Harrison made a motion to enter into Executive Session to discuss pending litigation at 9:49pm. A roll call vote was taken. Jeff Jaroscak was invited to join the Executive Session.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Cathy Aldrich	Aye
Suzanne McFarland	Aye
Teri Harrison	Aye
Fraser Hamilton Sr	Absent
Kelly Nelson	Aye
Dan O'Malia	Absent

The Board exited Executive Session at 10:16 pm.
Teri Harrison made a motion to enter into Executive Session to discuss the performance of a public employee at 10:05pm. A roll call vote was taken. Jeff Jaroscak was invited to join the Executive Session.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Cathy Aldrich	Aye
Kelly Nelson	Aye
Suzanne McFarland	Aye
Dan O'Malia	Absent
Fraser Hamilton Sr	Absent
Teri Harrison	Aye

The Board exited Executive Session at 10:30 pm.

B. Instructional Position

Suzanne McFarland made a motion to require the Reading Intervention Specialist who is providing reading services to students (at a minimum those in grades K-3) to hold a reading specialist license.
Cathy Aldrich seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Suzanne McFarland	Aye
Cathy Aldrich	Aye
Teri Harrison	Aye
Dan O'Malia	Absent
Fraser Hamilton Sr	Absent

VII. 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 10:35 PM.

Respectfully Submitted,
Teri Harrison