DRAFT

Menlo Park Academy Governing Board

Minutes

Facility Expansion Committee Meeting

Date and Time
Monday October 24, 2016 at 6:30 PM

Location
Menlo Park Acadamy

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.

Committee Members Present
Amber Oxley, Beverley Veccia, Erika Coble, Fraser Hamilton Sr, Mike Robellard, Teri Harrison

Committee Members Absent
Nick Zambo

Guests Present
Julie Ganim, Laura Bala, Melissa Vlasak, Suzanne McFarland

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Fraser Hamilton Sr called a meeting of the Facility Expansion Committee of Menlo Park Academy Governing Board to order on Monday Oct 24, 2016 at 6:36 PM.

C. Approve Minutes

Fraser Hamilton Sr made a motion to table the approval of the minutes from the Facility Expansion Committee Meeting on 04-07-16 Facility Expansion Committee Meeting on 04-07-16.
Mike Robellard seconded the motion.
The committee **VOTED** to approve the motion.

II. Other Business

A. Proposal for Professional Development

- The Board delegated the review and potential approval of the proposal to the FEC.
- Suzanne emailed the proposal (to Fraser Hamilton. It was not uploaded to Board On Track.) The proposal was from Christian Long's company, titled "Menlo Park Academy_Catalyst Expedition_WONDER Proposal v1 0.pdf"
- Background: Suzanne, on behalf of the PEC, sent RFP's to several companies. This proposal was one of the responses.
- Suzanne described the scope of the proposal and the budget. She also described the "Ethnographic research", or "the study of people in their own environment through the use of methods such as participant observation and face-to-face interviewing."
- Work from November through June 30 would be approximately $65,000, (not including travel).

Fraser read a description of the three phases through June 30.
Fraser Hamilton Sr made a motion to authorize Teri Harrison to sign the "October 17th Wonder, by Design Catalyst Expedition" Proposal, with a value not to exceed $70K.
There was a friendly amendment to include measureable metrics and ability to cancel through June 30, 2017.
Mike Robellard seconded the motion.
The committee **VOTED** unanimously to approve the motion.

III. Facility Expansion

A. New Facility Planning

- Reviewed the uploaded PDF draft plan. Discussed planning, tracking and updates.
- Ground Breaking discussion – Invitations created, save the date emails sent, planning progressing with Amber Oxley and Susie Hamilton.
    - Official Ground Breaking: Nov 16, 2 – 4pm
    - Parking is a consideration, tent
    - Decided to add another event for the families: Nov 12th

- Discussed possibly having Capital Campaign cards (pledge cards) to distribute

- Inventory – Needed for architects and for movers.
- Discussed other areas

Determined we need a collaborative tool. Look into Asana or another tracking tool, that everyone can access. Melissa suggested a Google calendar for tracking the dates.

IV. 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 8:10 PM.

Respectfully Submitted,
Melissa Vlasak