DRAFT

Menlo Park Academy Governing Board

Minutes

Facility Expansion Committee Meeting

Date and Time
Monday November 28, 2016 at 6:30 PM

Location
MPA, 14440 Triskett Road, Cleveland, OH 44111

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
Beverley Veccia, Mike Robellard, Nick Zambo, Teri Harrison

Committee Members Absent
None

Guests Present
Cathie Leimbach, Melissa Vlasak, Suzanne McFarland

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Teri Harrison called a meeting of the Facility Expansion Committee of Menlo Park Academy Governing Board to order on Monday Nov 28, 2016 at 6:35 PM.

C. Approve Minutes

Nick Zambo made a motion to approve minutes from the Facility Expansion Committee Meeting on 04-07-16 Facility Expansion Committee Meeting on 04-07-16.
Teri Harrison seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve Minutes

Mike Robellard made a motion to approve minutes from the Oct 24 Facilities Expansion Committee meeting.
Teri Harrison seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Facility Expansion

A. Transition Plan

- Nick was present at technology inventory. There is a formal list to have the board review and possibly remove from the asset inventory (depreciation list).
- 11/19 inventory – inventoried what are Menlo property, St Mel's property, etc. Need details from Amber.
- Report on plan to involve an outside vendor (Teri)
    - Need detailed plan on FF&E (list and dollar amount) to receive a financial draw.
    - Ro (Owner's rep) offered a potential vendor.
    - Since we haven't seen inventory, we may ask them to quote a price.
    - The FF&E would be an input to the owner's rep, that would help create the FF&E that we would need for the lenders.
- Cathy may be able to contact someone at Vermilion elementary school and see if they would be able to give us price estimates of their recent purchases.
- Nick could reach out to Strongsville schools and gather their data.
- Nick volunteered to lead this effort, to get a group of people together, create assumptions, high-level list. John Cycyk, Doug Thompson, Beth Turk, Teri, Fraser, Bev, Suzanne, Jessica Burgess, Elizabeth Klipfell, Melissa McCarthy and Nick. Tara Mercio (former parent) could assist (for 3 – 4 hours). Cathie will help facilitate meeting.
- Nick would provide the gap analysis between the current inventory and a possible boiler plate that Christian could supply. (Suzanne will ask Christian what questions should be asked to assess needs for space.) Christian Long will be on-site on Dec 9, at the current site, the new site and the Winter concert. Cathie will let Bev know about possible school visits.
- Deadline to create a draft FF&E plan by Dec 15, the next board meeting.
- Professional Development

- On Dec 9, will plan the next 6 month schedule. Some on site, some virtual meetings.
- Yes, Christian will need to access the new facility

• Telecom – report on order for service: fiber, internet, etc. (Amber)
- Need date, lead time
- Definition of needs (Nick)
- Vendors engaged
- E-rate
- Phones, fire alarms, PA (not yet specified)

• Reporting
- What items are we reporting to the board (1 pg summary)
- Need to ask someone to be in charge of grants
- "Little Green Light" – can track potential grants
- DCRC needs monthly report on grants (what, when, how, etc.)

• Will use Google Calendar for events (open houses, Fenwick block club, etc.)
• Will use Asana as collaboration tool
• Mike R – Need metrics from board; then ask for resources to gathering the info, roll it up and report to the board (monthly or quarterly basis)

III. Other Business

A. Other Business

• Track offers from parents (volunteer day for Sherwin Williams), etc.
• Ensure that offers are followed-up

• Next meeting: 2nd Thursday's, Jan – Jun

• Nick asked about weekly construction meetings / reports
• Is there an FF&E budget? 500K
• Is there anything that Bev needs that the FEC isn't covering? No.

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 8:20 PM.

Respectfully Submitted,
Melissa Vlasak