



# 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 Cczyk, 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