APPROVED

Menlo Park Academy Governing Board

Minutes

Special Meeting

Date and Time
Thursday June 1, 2017 at 5:00 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, Melissa Vlasak (remote), Richard Hronek, Teri Harrison

Directors Absent
None

Guests Present
Gretchen Woods, Julie Ganim, Keith McCann, Kelly Jackson, Kim Mahoney-Manubay, Nylajean McDaniel, Sana Murad, Shruti Aring, Suzanne McFarland

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 1, 2017 at 5:05 PM.

II. Executive

A. School Leader Hire

C. Leimbach noted the additional experiences and competencies to justify higher salary. Questions on fitting into budget, answer yes.
Teri Harrison made a motion to hire Stacy Stuhderer as school director at an annual salary of $120,000.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Organization Chart Update

Discussion of attached proposed new Organizational Charts and what positions exactly that we need to hire right now with regard to business operations and director of advancement and what expertise we may be able to contract out. Suggestion/discussion to talk with D. Massa about taking on more items and whether or not we need a business operations director as we will need a building manager and we are considering a search and hire for an Executive Director/Head of School. Discussion of who would manage those contracted services and where else we may explore contracting such services. Agreed to post for Advancement Director and Coordinator and are exploring options for other roles to be posted.

C. Kelly Services Agreement

Fraser Hamilton Sr made a motion to authorize Dr. McDaniel to execute the Kelly Services Agreement as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Discussion of the proposal for Kelly Services. J. Ganim will contact them in the morning.

D. Faculty Salary Corrections

Discussion of salary corrections and exception to CQC.
Fraser Hamilton Sr made a motion to revise agreement for Mr. Pennypacker to reflect that he is eligible for CQC1.
Cathy Aldrich seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to make an exception to the CQC policy to allow Ms. Lindsey Macy to enroll in CQC and adjust agreement accordingly.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Facility Expansion

A. Moving Company

F. Hamilton outlined the proposals received from movers. Discussion on details of the costs and how/why they are structured as they are and how the selections were made of the movers to provide proposals. Budget was also reviewed to cover the moving costs.
Fraser Hamilton Sr made a motion to contract with Stevens Van Lines as the mover for the MPA relocation as presented. Friendly amendment by R. Hronek to authorize F. Hamilton to execute the contract.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Other Business

A. Consulting Services

Overview of Blackbaud needs for next year. Currently no in house expertise, but found a third party vendor not with Blackbaud who can provide training to our staff. S. McFarland outlined the points of the agreement for the Board with regard to services offered and related costs. Discussion on the expenses for travel to Cleveland. J. Ganim to call the vendor back to discuss.
Teri Harrison made a motion to to engage with the Blackbaud consultant per the proposal as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr made a motion to adjourn the meeting.
Cathie Leimbach 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 5:46 PM.

Respectfully Submitted,
Cathy Aldrich