APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday July 20, 2017 at 6:00 PM

Location
Menlo Park Academy; 6516 Detroit Avenue, Atrium, Cleveland, OH

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, Fraser Hamilton Sr, Melissa Vlasak, Richard Hronek, Teri Harrison

Directors Absent
None

Directors who arrived after the meeting opened
Cathie Leimbach, Richard Hronek

Guests Present
Dave Massa, Melissa McCarthy, Stacy Stuhldreher, Suzanne McFarland

I. Opening Items

A. Record Attendance and Guests

Directors Present

Teri Harrison, Fraser Hamilton Sr., Melissa Vlasak, Richard Hronek, Cathie Leimbach

Guests Present
Kateland Kacic, Latha Srinivasan, Gretchen Woods, Debra Culp, Megan Englemann, Kelly Whittaker, Shanon Kneidel, JoAnna Timura, Louis Timura, Steve Timura, Dave Massa, Yu-Han Chang, Jeremiah Tangen, Kristina Johns, Stacy Stuhldreher, Suzanne McFarland, Ryder Reynolds, Danielle Turk, Melissa McCarthy, Jennifer Ingraham

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 Jul 20, 2017 at 6:05 PM.

C. Public Comments

Richard Hronek arrived.
Stacy Stuhldreher introduced the teachers up for hire. They introduced themselves and gave a brief statement about their teaching experience.

D. Approve Minutes-6/15

Cathie Leimbach arrived.
Fraser Hamilton Sr made a motion to approve minutes from the Regular Board Meeting on 06-15-17 Regular Board Meeting on 06-15-17.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Minutes - 6/20

Fraser Hamilton Sr made a motion to approve minutes from the Working Session on 06-20-17 Working Session on 06-20-17.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approve Minutes - 7/8

Fraser Hamilton Sr made a motion to approve minutes from 7/8/17 Board Retreat on 07-08-17.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Approve Minutes - 7/11

Fraser Hamilton Sr made a motion to approve minutes from 7/11/17 First Interviews with Senior Administrative Staff Candidates on 07-11-17.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Sponsor Update

A. Monthly Update

No report.

III. Treasurer Report

A. Monthly Financial Statements-May

Melissa Vlasak made a motion to approve the monthly financial statements for May.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Monthly Financial Statements-June

Fraser Hamilton Sr made a motion to approve monthly financial statements for June.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. School Director Report

A. Monthly Report

Stacy Stuhldreher reported that the high school Geometry class has been completed. Geometry testing is this week as is Algebra I testing for a few students.
She also thanked Teri Harrison for being accessible several times each day to respond to her questions during her first month with Menlo Park Academy.

B. Social/Emotional Services Proposal

Fraser Hamilton Sr made a motion to authorize Stacy Stuhldreher to execute the Counselling and Consulting Services agreement titled Alternative Menlo Contract #2 with Educational Assessment Service, Inc., not to exceed $95,800 for the 2017 - 2018 fiscal year, pending legal approval.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. New Faculty Hires

Fraser Hamilton Sr made a motion to hire the following individuals, with the stated salaries and positions: Debra Culp - $46,000, .5 5th/6th Grade Math, .5 Technology & Technology Mentoring; YuHan Change, $34,000, Chinese; Kateland Kacic, $34,000, 3rd Grade; Shannon Kneidel, $46,476, Reading Specialist; JoAnne Timura, $42,000, Kindergarten; Lindsay van Fossen, $46,000, 4th Grade; Kelly Whittaker, $42,000, Spanish.
Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.
Richard Hronek made a motion to approve the following changes for current staff. For the 2017-2018 school year their remuneration and positions will be:
Melissa McCarthy, $14 per hour, Administrative Assistant to the School Director; Doug Thompson, $45,711, Technology Teacher; Katie Theiss, $23,803, .5 time 5th/6th Math.
Melissa Vlasak seconded the motion.
The Board VOTED unanimously to approve the motion.
Stacy Stuhldreher reported that she hired early career teachers for floors with returning experienced teachers and experienced teachers for floors with returning young teachers to minimize the potential for a high rate of turnover on any floor in any one year. She hired those who indicated they were looking for a school home to increase the potential for teacher retention.

D. Job Descriptions

Cathie Leimbach made a motion to approve the job description for the Front Desk Receptionist.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Melissa Vlasak made a motion to approve the creation of a Student Services Administrative Assistant position and the job description for this position. This position will report to the Dean of Students.
Richard Hronek seconded the motion.
The Board VOTED unanimously to approve the motion
The job description for the Administrative Assistant to the School Director was tabled. It will be updated to include all relevant responsibilities from the most recently approved job description for the School Director's assistant.

E. Administrative Positions

This matter was addressed in the above agenda item.

V. Educational Consultant

A. Teacher Surveys

No report.

B. Design Team Update

Suzanne McFarland reported that the faculty design team is meeting weekly. Some of the new hires may be joining the team.

VI. Administrative Director Report

A. Monthly Report

There was some discussion on Julie Ganim's administrative report.

B. Outstanding Fees

Fraser Hamilton Sr made a motion to approve the fee waiver request for Family A for up to $1,325 for 2016-2017 fees.
Melissa Vlasak seconded the motion.
The board VOTED unanimously to approve the motion.
Melissa Vlasak made a motion to approve the fee waiver request for Family B for up to $575 of 2016-2017 fees.
Fraser Hamilton Sr. seconded the motion.
The board VOTED unanimously to approve the motion.
Stacy Stuhldreher will ensure phone calls are made to collect outstanding balances for material fees and/or Edison Club. She will report the remaining balances by the August 18 board meeting. She will investigate payment methods which could increase prompt payments of such fees in the future. This will include consideration of autopay and card slide systems.

C. Contract Approvals

Fraser Hamilton Sr made a motion to authorize Stacy Stuhldreher and Dave Massa to sign the contract for NCOCC pending legal approval.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr. made a motion to authorize Stacy Stuhldreher to sign the renewal contract for the Erate Consultant and to make Stacy Stuhldreher the MPA contact named in the contract.
Melissa Vlasak seconded the motion,
The board VOTED unanimously to approve the motion.

Fraser Hamilton Sr made a motion to obtain a written agreement for renewal of Workers' Compensation services with Shakley, and to authorize Stacy Stuhldreher to sign it, pending legal review.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Health Insurance Renewal

This matter was tabled until August. The Board requested a table that shows the insurance rates for various employee situations.

VII. Development & Community Relations

A. EGOP Execution Update

The Bloomwell Group is testing Facebook ads to determine which are working best to generate new family interest. There are 20 student applications in process, 15 of whom

who have already tested eligible to enroll. Progress is being made towards having having 468 students in the school on September 12, the first student day of this school year.

B. 2017-18 Development Plan

Fundraising goals were presented for each category of the 2017-2018 development plan. The board asked that reports of the funds raised in each category to the end of the previous month be provided in the board meeting package monthly.
Fraser Hamilton Sr made a motion to hire Jamie Kinnett as Development Coordinator with an annual salary not to exceed $39,000.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. 2016-17 Development Plan Execution Update-Final Numbers

The 2016-2017 development revenue goal was $167,084. Actual revenue was $119,142.

D. Capital Campaign Plan Execution Update

No report.

VIII. Facility Expansion

A. Project Update

The new school building is expected to be ready for an occupation inspection during the first week of August.

B. Move-In Planning

Move-in to the new building will likely start on August 21 with MPA property being moved out of the storage facility on August 21, 22, and 23.

C. Investor Update

The investors are asking for significant end-of-school-year information by late July. Teri will need help for several people to prepare this important report.

IX. Program Excellence

A. 2017-18 Program Guide

No report.

X. New Business

A. Job Descriptions

Melissa Vlasak made a motion to approve the job description for the Administrative Director position.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Administrative Director Hire

Richard Hronek made a motion to offer Deborah Matese the position of Administrative Director.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Teri Harrison made a motion to pay Deborah Matese $75,000 plus benefits as Administrative Director for the 2017-2018 school year.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Executive Session

A. Executive Session

Teri Harrison made a motion to go into Executive Session to discuss remuneration for a public employee.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Melissa Vlasak	Aye
Richard Hronek	Aye
Teri Harrison	Aye
Cathie Leimbach	Aye
Fraser Hamilton Sr	Aye

XII. Old Business

A. Merit Increases

Fraser Hamilton Sr made a motion to approve the following administrative pay for the 2017-2018 school year: Jennifer Ingraham, $36,592, Marketing/Admissions Coordinator; Cella Gallagher, $45,100, Technology Coordinator; Heather Lowe, $36,951, FInance/Operations Coordinator.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIII. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr made a motion to adjourn the meeting.

Melissa Vlasak 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 9:00 PM.

Respectfully Submitted,
Cathie Leimbach