

APPROVED



## Menlo Park Academy Governing Board

### Minutes

#### Regular Board Meeting

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##### **Date and Time**

Thursday August 17, 2017 at 6:00 PM

##### **Location**

Menlo Park Academy-6516 Detroit Avenue, Atrium Conference Room, Cleveland, OH

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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.

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##### **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

##### **Guests Present**

Dave Massa, Deborah Matese, Jeff Jaroscak, Melissa McCarthy, Stacy Stuhldreher, Suzanne McFarland

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

Tina Pasatta Parent  
Sean O'Neil Parent  
Latha Srinivasan Parent  
Kristina Johns Parent  
Elizabeth Kelley Parent  
Shruti Aring Parent

**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 Aug 17, 2017 at 6:17 PM.

**C. Public Comments**

No Comments Made

**D. Board Minutes-7/20/17**

Melissa Vlasak made a motion to approve minutes from the Regular Board Meeting on 07-20-17 Regular Board Meeting on 07-20-17.

Fraser Hamilton Sr seconded the motion.

The board **VOTED** unanimously to approve the motion.

There is a typo in the minutes. Section I F states - "made a motion to approve minutes from 7/11/17." Should read - "made a motion to approve minutes from 7/8/17"

**E. Board Minutes-8/9/17**

Melissa Vlasak made a motion to approve minutes Special Meeting on 08-09-17.

Fraser Hamilton Sr seconded the motion.

The board **VOTED** unanimously to approve the motion.

There is a typo in the minutes. Section II A states - "the motion did not carry." however in the roll call vote, all members present voted aye. It should read "The board voted unanimously to approve the motion."

**II. Sponsor Report**

**A. Sponsor Report**

No report given.

Cathie Leimbach arrived.

**III. Treasurer Report**

**A. Monthly Financial Statements-July**

Fraser Hamilton Sr made a motion to approve the July Financial Statements.

Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. 2016 - 2017 Audit**

The audit has started earlier than ever before. Hopefully it will be done by October.

**C. Lunch Program**

Fraser Hamilton Sr made a motion to authorize Debi Matese to sign a contract with the most appropriate food service vendor.

Melissa Vlasak seconded the motion.

The board **VOTED** unanimously to approve the motion.

Questions were raised about ingredient lists in the food service meals. Dave Massa said they would be made available. All three vendors being considered are inspected by the state to ensure quality food is provided to the children. The food will be pre-plated.

**IV. School Director Report**

**A. Monthly Report**

Summer Geometry Students all passed the MAP test. The AIR test results are not available yet. The parent meet and greets at the library have been very popular with the parents.

**B. New Hires**

Fraser Hamilton Sr made a motion to hire Sarah Rondini as a teacher for the annual salary of \$40,000.

Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.

Richard Hronek made a motion to hire Danielle Dachtler as a teacher for the annual salary of \$40,000.

Cathie Leimbach seconded the motion.

The board **VOTED** unanimously to approve the motion.

Fraser Hamilton Sr made a motion to hire Beth Turk for an annual salary of \$62,000.

Cathie Leimbach seconded the motion.

The board **VOTED** unanimously to approve the motion.

Fraser Hamilton Sr made a motion to pay TES \$3000 for Orton-Gillingham training for Beth Turk. In the event they do not complete or do not offer the training, TES will reimburse Menlo Park Academy.

Cathie Leimbach seconded the motion.

The board **VOTED** unanimously to approve the motion.

**C. Athletic Program**

Melissa Vlasak made a motion to approve the Athletic Director's proposal for the Athletic Program with the requirement that the participant fee covers all related expenses including the Athletic Director's stipend.

Cathie Leimbach seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **D. Late Resignations**

Teri Harrison made a motion to enter into Executive Session to discuss the employment of a public employee.

Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Roll Call**

Cathie Leimbach Aye

Richard Hronek Aye

Melissa Vlasak Aye

Teri Harrison Aye

Fraser Hamilton Sr Aye

The board entered into Executive Session at 7:25 pm and exited at 7:39 pm.

Fraser Hamilton Sr made a motion to report the names of the individuals who have resigned after July 10th to the ODE.

Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **V. Administrative Director Report**

##### **A. Monthly Report**

Welcome to Debi Matese who started her position at MPA fulltime on Monday 8/14. The Operations Manager started on Tuesday 8/15.

##### **B. Outstanding Fees**

Tabled until September.

##### **C. Asset Removal Approval**

Tabled until September.

##### **D. Sheakley Renewal**

Tabled until September.

##### **E. Agreements**

Fraser Hamilton Sr made a motion to authorize Debi Matese to enter into an agreement with American Copier for the equipment and price in their quote.

Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **F.**

### **New Hire Paperwork**

Welcome to David Pannell as the new Operations Manager. The contract will be presented for board approval at the 9/7/17 meeting.

## **VI. Development & Community Relations**

### **A. EGOP Execution Update**

Tabled until September.

### **B. 2017-18 Development Plan**

Tabled until September.

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

Tabled until September.

### **D. Capital Campaign Plan Execution Update**

No specific activities are planned until after school starts.

## **VII. Facility Expansion**

### **A. Project Update**

All inspections on the new school building that have been completed have passed. The only outstanding inspection is to be completed by the Fire Inspector who was unable to keep his inspection appointment due to another urgent matter. He will likely complete the inspection in the next few days.

### **B. Move-In Planning**

Movers will be in the new building on 8/21 to preview the space with moving and cleaning expected 8/22-8/25.

Hyland Software will have 40-50 people in that week to help with cleaning and moving furniture. Teachers will start in their classrooms on 8/29.

### **C. Investor Update**

A meeting is scheduled with the Investors on August 29th for an operations update. Dave Massa left.

### **D. Change orders in moving budget**

Fraser Hamilton Sr made a motion to authorize Debi Matese to approve change orders with the moving company for up to \$10,000 pending her review of the change orders.

Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **VIII. Program Excellence**

### **A. 2017-18 Program Guide**

Tabled until the 8/23 luncheon.

### **B. Stipend Plan**

Cathie Leimbach made a motion to approve the stipend policy as presented.

Melissa Vlasak seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. Basic/Limited AIR Test**

51 students scored limited or basic on the AIR testing. This included both new and returning students. It included some students on IEPs and some on 504 plans. It also included some students for whom English is their second language.

## **IX. Old Business**

### **A. 2017-18 Organization Chart**

Fraser Hamilton Sr made a motion to approve the organization chart as presented.

Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. 2017-18 Objectives & Key Results**

Tabled until September.

## **X. Executive Session**

### **A. Executive Session**

Fraser Hamilton Sr made a motion to go into Executive Session to discuss the performance of a public employee.

Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

Richard Hronek     Aye

Cathie Leimbach   Aye

Melissa Vlasak     Aye

Teri Harrison       Aye

Fraser Hamilton Sr Aye

The board entered Executive Session at 9:32.

The board exited Executive Session at 10:03.

## **XI. 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 10:05 PM.

Respectfully Submitted,  
Cathie Leimbach