APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday August 17, 2017 at 6:00 PM

Location
Menlo Park Academy-6516 Detroit Avenue, Atrium Conference Room, 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

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

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

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