APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday September 21, 2017 at 6:00 PM

Location
Menlo Park Academy-2149 W. 53rd Street, 3rd Floor Conference Room

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, Suzanne McFarland, Teri Harrison

Directors Absent
None

Guests Present
Audrey Greiner, Brittany Giedeman, Cella Gallagher, Deborah Matese, Dwane Hoyt, Erin Armstrong, Erin Stachnik, Gretchen Woods, Jamie Hudson, Jeff Jaroscak, Jennifer Nowakowski, Jennifer Reglin, Jeremiah Tangen, Kelly Jackson, Kristel Smith, Kristel Smith, Kristina Johns, Latha Srinivasan, Melissa McCarthy, Nicole Leffew, Renee Dornan, Rikki Urban, Robin Neorr, Shruti Aring, Stacy Stuhldreher, Susan Dornan, Tina Pasatta

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 Sep 21, 2017 at 6:03 PM.

C. Public Comments

Kelly Jackson is wondering about the possibility of making Menlo a Peanut/Tree nut free school. There are 2 students this year with airborne sensitivity to peanuts. There is a kindergartener with an extreme peanut allergy. She volunteered to find information that could provide more education for teachers regarding allergies. She suggested having a non-dedicated epi pen at school as 25% of people that need an epi pen at school have never before had a reaction so they don't have one.
Erin Stachnik expressed concerns that there are only 4 teachers on the K-1 floor while the student count exceeds 96. See her letter below.
Audrey Greiner trains the teachers for giving medication. It is important to double check the current school nursing laws to make sure the teachers are getting the proper training.
Dwayne Hoyt would like more open communication to the parents for changes that affect the students.
Erin Armstrong encouraged the hiring of another teacher or teaching assistant for 3rd and 4th grades to lower the class sizes. She also would like the board to look into policy changes regarding scented air fresheners and markers, etc., to provide a healthier environment for children with asthma.
Jennifer Reglin also expressed concerns about the large class sizes in 3rd and 4th grades.

Erin Stachnik - My name is Erin Stachnik and my son Duncan, is in first grade. MPA's Class Size Policy #6320 adopted by the Board in 2013 was recently modified on September 7, 2017. The policy states that the school will maintain an instructional grouping size maximum of 24 students in grades K-4. There are 4 teachers for 99 students on the first floor in kindergarten and first grade combined. This ratio violates the instructional grouping size maximum applicable to core instructional courses by 3 students. I request the Board allow the School Director to hire an additional teacher for the first floor. Adding an additional teacher will allow teachers to provide quality instruction and allow the school to accept new students in order to meet the enrollment goal of 468. I would like my letter as written recorded in the minutes. Thank you.

II. Approve Minutes

A. Approve Minutes - 8/17/17

Fraser Hamilton Sr made a motion to table the minutes from the Regular Board Meeting on 08-17-17.
Richard Hronek seconded the motion.

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

B. Approve Minutes - 09/01/17

Fraser Hamilton Sr made a motion to table the minutes from the Special Board Meeting on 09-01-17.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes - 09/07/17

Cathie Leimbach made a motion to table the minutes from the Working Session on 09-07-17.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Sponsor Update

A. Monthly Update

Deborah Matese arrived.
The sponsor's state-wide conference for its school leaders was held 9/14. There were no concerns raised during the monthly phone call meeting between the sponsor's financial staff and Menlo's Treasurer. Clarification on background check requirements for board members was provided to the board.

IV. Administrative Director Report

A. Monthly Report

No comments or questions

B. New HIre

Cathie Leimbach made a motion to hire Jennifer Deeter at a rate of $12.00 per hour for a 12 month position.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Enrollment Update

Enrollment is currently 422 students.

V. School Director Report

A. Monthly Report

No comments or questions.

B.

Program Guide

The program guide was approved on 9/1/17. A well-formatted version was uploaded for the board's information.

C. Additional Position

Fraser Hamilton Sr made a motion to authorize the creation of a new teaching position in grades 2-4.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Audit & Finance

A. Budget Update Process

There is a major budget update due in October. Now that school has started, there are actual numbers to work with to update the budget.

VII. Development & Community Relations

A. 2017-18 Development Plan

Melissa Vlasak made a motion to approve the development plan as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Other Business

A. 2017-18 Objectives & Key Results

Fraser Hamilton Sr made a motion to table the Objective and Tasks discussion until the next work session.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Agreement for Cleveland Metropolitan School District Partnership

Richard Hronek made a motion to authorize Teri Harrison to execute the CMSD partnership agreement.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into Executive Session to discuss the performance of a public official.

Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

The board entered into Executive Session at 7:55 pm.
The board came out of Executive Session at 8:46 pm.
Fraser Hamilton Sr made a motion to re-enter Executive Session to discuss the performance of a public official.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

The board entered into Executive Session at 8:47 pm.
The board exited Executive Session at 9:47 pm.

X. 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 9:57 PM.

Respectfully Submitted,
Cathie Leimbach