APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday October 19, 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
Dave Massa, Deborah Matese, Duane Hoyt, Erin Armstrong, Erin Stachnik, Gretchen Woods, Jeff Jaroscak, Jeremiah Tangen, Kristina Johns, Melissa McCarthy, Michelle Sayer, Stacy Stuhldreher, Tiffani Nesta, Tina Pasatta, Veronica King

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 Oct 19, 2017 at 6:07 PM.

II. Public Comments

A. Public Comments

No public comments

III. Board Meeting Minutes Approval

A. Approve Minutes for Board Meeting 08-17-17

Fraser Hamilton Sr made a motion to approve minutes from the Regular Board Meeting on 08-17-17 Regular Board Meeting on 08-17-17.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes for Special Board Meeting 09-01-17

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

C. Approve Minutes of Board Meeting 09-07-17

Fraser Hamilton Sr made a motion to approve minutes from the Working Session on 09-07-17 Working Session on 09-07-17.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes of Board Meeting 09-21-17

Fraser Hamilton Sr made a motion to approve minutes from the Regular Board Meeting on 09-21-17 Regular Board Meeting on 09-21-17.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Update

A. Sponsor Report

There were no issues noted during the monthly financial review.
The monthly site visit was held today, 10/19/17. Jeff had positive conversations with 5 parents. Stacy has provided all the necessary documents. There are some pending items which will be completed by the November site visit. There is a new compliance

requirement to notify the sponsor when classes are cancelled so they can monitor the hours of teaching requirement.

V. Treasurer Report

A. Monthly Financials

The student numbers we are being paid for are lower than we are reporting due to flags on some children. This is most likely due to proof of residency issues, our early entrance policy, and overlapping enrollment dates. Staff will provide the required information to have the flags removed as soon as possible.
Fraser Hamilton Sr made a motion to approve the September financial statements as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. FY18 Budget - ODE Matrix

Richard Hronek made a motion to approve the FY18 budget in the ODE Matrix format.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. 5-Year Forecast

Richard Hronek made a motion to approve the 5 year forecast as presented.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Audit Engagement Letter

The audit is progressing but is not complete.

VI. School Director Report

A. Monthly Update

Stacy Stuhldreher reports that the new intervention specialist has been hired. All MAP testing has been completed except for newly enrolled students. The MAP test results will be provided to the parents at conference. Students who score at or under grade level on the RIMPS will receive additional support in reading.
Deborah Matese arrived.

B. New Hire

Fraser Hamilton Sr made a motion to authorize the hire of Brandy Shuttera as a teacher at an annual salary of $37,000.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Student Handbook

Richard Hronek made a motion to approve the student handbook as presented.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Minor edits will be made to the handbook prior to distribution.

VII. Administrative Director

A. Monthly Report

Deborah Matese reported that support is needed to cover for positions that are currently vacant. Temp service is available if needed. She wishes to consider moving to a gold level contract with the current IT vendor to provide technology support.

B. Operations Manager Job Description

Suzanne McFarland made a motion to approve the job description as presented.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Staff Handbook

Cathie Leimbach made a motion to approve the staff handbook as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Lunch Program

Debi reported that she is concerned with compliance requirements of a lunch program and with having staff to cover ordering and management of inventory. She will explore if there is a milk-only option to start.

E. FY17 Outstanding Material Fees

This was tabled until the next board meeting. Debi Matese will forward the SY17 outstanding fees report to the board members before the next meeting.
Debi will also report to the board on the outstanding SY17 Edison Club fees.

F. Asset Removal Approval

Tabled.

G. Aramark Agreement - Quicken Loans Arena

Fraser Hamilton Sr made a motion to delegate the authorization of the Quicken Loans Arena fundraising agreement to the executive committee.
Cathie Leimbach seconded the motion.

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

H. Technology Lease Agreement

Cathie Leimbach made a motion to delegate the decision on any technology lease agreements to the executive committee.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Technology contract update

Richard Hronek made a motion to approve an increase in our technology contract to the gold level.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Development & Community Relations

A. Capital Campaign Report

Due to the donations received from two closed schools and a local district that donated old furniture, we only need about $500, 000 in funds to achieve the vision for the full FF&E plan for the building. The Capital Campaign materials are being updated so communications can be shared with the community.

B. EGOP Execution Report

Additional resources are needed to continue executing the plan.

C. Development Plan Execution Report

The focus is on revenue streams.

IX. Facility Committee

A. Committee Charter Update

Tabled.

B. Ongoing Reporting Requirements

Fraser Hamilton Sr made a motion to authorize Teri Harrison to enter into an agreement with MCM company as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Admin Building Update

The admin building (vacant building on the school property) is a historic landmark and is deteriorating quickly. We need to address the situation and finalize both a short and long-term plan for the site. The building may need to be taken down. Inspections have shown that the internal damage is significant.

D. FF&E Purchases

Suzanne McFarland made a motion to authorize the expenditures up to $20,000 from the Capital Campaign fund for immediate FFE needs.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Change of Committee Name

Fraser Hamilton Sr made a motion to change the name of the Facilities Expansion Committee to Facility Committee.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Governance Committee

A. Policy Initiative

Teri Harrison made a motion to table the vote until the next board meeting.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Program Excellence

A. Assurances Reports

B. Outdoor Play Space

Committee members are working with others in the community to gather suggestions for the outdoor play space.

C. Teacher Assessment

Suzanne McFarland made a motion to table the vote until the next meeting.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Other Business

A. 2017-18 Objectives & Key Results

Fraser Hamilton Sr made a motion to approve the Objectives and Key Results for SY18 as presented.

Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIII. Closing Items

A. Adjourn Meeting

Richard Hronek 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 8:55 PM.

Respectfully Submitted,
Teri Harrison