APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday November 16, 2017 at 6:30 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

Non Voting Members Present
Stacy Stuhldreher

Guests Present
David Pannell, Jeff Jaroscak, Kevin Massa, Melissa McCarthy, Penn Berens, 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 Nov 16, 2017 at 6:35 PM.

II. Public Comments

A. Public Comments

No comments made

III. Board Meeting Minutes Approval

A. Approve Minutes for Board Meeting 10-19-17

Melissa Vlasak made a motion to approve minutes from the Regular Board Meeting on 10-19-17 Regular Board Meeting on 10-19-17.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes of Special Board Meeting 10-27-17

Melissa Vlasak made a motion to approve minutes from the Special Board Meeting on 10-27-17 Special Board Meeting on 10-27-17.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
The minutes of this meeting need to be revised to indicate that Melissa Vlasak and Rich Hronek were not in attendance.

C. Approve Minutes for Board Working Session 11-02-17

Melissa Vlasak made a motion to approve minutes from the Working Session on 11-02-17 Working Session on 11-02-17.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Update

A. Sponsor Report

There were no concerns from the monthly meeting between the Sponsor and MPA's Treasurer.
Jeff conducted a Sponsor site visit today. There are 2 emergency drills to be completed in November and the updated Ohio School report card needs to be uploaded to the MPA website. Everything else is compliant.

V. Treasurer Report

A. Monthly Financials

Financial expenses are on budget. FTE target is 460 and October FTE was 410.
Cathie Leimbach made a motion to receive the financial statements as presented.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Stacy Stuhldreher arrived.

B. 2016-17 Financial Audit Update

The audit has started, but is not close to being finished.

VI. School Director Report

A. Monthly Update

No questions

B. New Hires

Melissa Vlasak made a motion to authorize the hire of Lauren Barker for an annual salary of $36,000.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathie Leimbach made a motion to add Tina Pasatta to our sub list.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Field Trip Approval

Fraser Hamilton Sr made a motion to approve the Hiram House field trip as presented.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathie Leimbach made a motion to approve the COSI field trip as presented.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Winter Camp Proposal

As a student enrichment and community outreach initiative, a Winter is Cool mini-camp is being considered for the first week of January. It would be open to MPA students and others in the community. It would include field trips and creating a scrapbook of activities.
Cathie Leimbach made a motion to authorize Stacy to do further planning for Winter camp and bring further information back to the board for approval.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Administrative Matters

A. Lunch Program Update

Compliance training is required before MPA can offer a lunch program.

B. FY17 Outstanding Material Fees Update

The Treasurer's office is working on a final report of outstanding fees from last year.

C. FY18 Outstanding Material Fees

The Treasurer's office is working on a report of outstanding fees for this year.

VIII. Development & Community Relations

A. EGOP Execution Report

Dates need to be added to several of the items in the plan. The items that are designated as Debi's responsibility need to be assigned to another staff member.

B. Development Plan Execution Report

The plan was discussed.

C. Capital Campaign Report

A volunteer is being asked to chair the committee. A Fixture, Furniture, and Equipment wish list is being compiled. The Capital Campaign will raise funds for these items to complete the equipping of the school.
A major challenge is communicating to the parents not to donate material things. Donations need to be documented including gifts in kind. Gifts in kind should be tracked and can be used to show parent involvement which positions us more favorably with granting organizations.

D. Spring Event Venue Agreement

Not available.

IX. Facility Committee

A. Committee Charter Update

Fraser Hamilton Sr made a motion to table the committee charter update.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Admin Building Update / Site Plan

The Landmarks committee gave approval to demolish the admin building. This probably will not happen before Christmas. There is currently discussion about what architectural landmarks can be saved.
The landscape and snow removal contracts are to be updated for consideration at the next board meeting.

X. Governance Committee

A. Approve New Committee Members

Fraser Hamilton Sr made a motion to elect Penn Berens to the Governance Committee.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Policy Updates

Cathie Leimbach made a motion to move that Menlo Park's designated credit card overseer be the Treasurer.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathie Leimbach made a motion to allow drones on the school property in accordance with the policy provided by Amy Borman.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathie Leimbach made a motion to approve all of the other policy revisions that were in the table of policy changes recently provided by Amy Borman.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Suzanne McFarland left the room temporarily, and was not present for the credit card or drone policy votes.

C. Employee Drug Testing Policy Consideration

Cathie will investigate congruence between staff handbook and procedures.

XI. Program Excellence

A. Audits and Reporting Process

Suzanne will lead the committee in creating assurances for each of their KRAs.

B. Club Policy

Fraser Hamilton Sr made a motion to table the motion on the student club policy until the next meeting.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

A contract should be prepared to be executed with all external parties charging fees for on-campus or school-authorized student clubs.

C. Update on Fulfilling Board Policy on Gifted Endorsement

Suzanne reported on the progress each MPA teacher has made towards their gifted endorsement. Some teachers who have been at MPA for several years have still not taken any gifted teaching courses. A gifted education cohort will start at MPA in the spring.

XII. Finance & Audit Committee

A. Updated Budget for 2017-18 School Year

Rich, Dave Pannell, and Dave Massa are working on revising the school budget. They are entering the most accurate numbers they can locate for expenses in our first few months in the new building.

XIII. Executive Committee

A. Administrative Staff Positions

Since our administrative staff numbers have declined, Mobiletec's contract has been expanded and they are helping out with technology issues. The Treasurer's office is helping out with financial duties and will be making a recommendation on what financial tasks need to be done at MPA and what on-site staffing is needed. A temp has been hired for Admissions work. Jamie and Stacy are helping out with testing and enrolling new students.

XIV. 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 9:30 PM.

Respectfully Submitted,
Melissa McCarthy