APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday December 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

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Antionette Black, Dave Massa, David Pannell, Georgiana Jordan, Jeff Jaroscak, Jeremiah Tangen, Melissa McCarthy, Nina Calderon, Shruti Aring

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 Dec 21, 2017 at 6:04 PM.

II. Public Comments

A. Public Comments

No comments were made.

III. Board Meeting Minutes Approval

A. Approve Minutes for Board Meeting 10-14-17

Fraser Hamilton Sr made a motion to approve minutes from the Board Retreat for Strategic Discussions on 10-14-17 Board Retreat for Strategic Discussions on 10-14-17.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes from November 4, 2017, Special Meeting

Richard Hronek made a motion to approve minutes from the Special Meeting on 11-04-17 Special Meeting on 11-04-17.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes from Board Regular Meeting on November 16, 2017

Melissa Vlasak made a motion to approve minutes from the Regular Board Meeting on 11-16-17 Regular Board Meeting on 11-16-17.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes of Working Session on December 6, 2017

Richard Hronek made a motion to approve minutes from the Working Session on 12-06-17 Working Session on 12-06-17.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Update

A. Sponsor Report

Efforts are being made to get changes to House Bill 10. At this time, excused absences still have to be reported as absences. All notes from parents need to be saved and scanned in to the computerized attendance system.

There were no items of concern with the monthly financial conference call.

The monthly site visit was conducted early in December; everything was compliant. A Special Education compliance visit was conducted the same day. The reviewer was impressed at MPA Staff's preparedness.

Let it be noted that the Board appreciates all the Staff's hard work with the Special Education paperwork.

V. Treasurer Report

A. Monthly Financials

Although we have not met the enrollment goal to date, we are not in a financial loss position.

Cathie Leimbach made a motion to accept the monthly financial statement for November as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 2016-17 Financial Audit Update

The financial audit for the 2016-2017 fiscal year should be done earlier than that for the previous year. It might be completed in early February.

C. Updated Budget

There are a lot of project closeout and end-of-calendar-year items in process at the present time. When these are complete we will be able to make more accurate estimates of expenses for the rest of this fiscal year. Dave Massa hopes that we will be able to have accurate numbers by the January board meeting.
Melissa Vlasak made a motion to table the approval of the updated budget.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. School Director Report

A. Monthly Update

There have been a lot of well-attended school events in the past month including Grandfriends' Day, Veteran's Day concert, and the Thanksgiving Feast. There have also been several field trips.

Processes have been implemented to streamline enrollment and paperwork.

B. Field Trip Approval

No field trips were uploaded for approval.

C. Stipends

Suzanne McFarland made a motion to approve the teacher stipends as presented for a total of $15,875.00.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Stacy ensures that the requirements for the stipends are completed before authorizing the stipends to be paid.

VII. Administrative Matters

A. Lunch Program Update

Dave Panell and Frank O'Grady went to the school meals training in Columbus. We can start the food program midyear, although there may be some special conditions. A lunch program specialist will come out and walk us through the steps to implement the program. Additional staff may be required to handle the paperwork required with a lunch program.

B. FY17 Outstanding Material Fees Update

$12,000 is still outstanding from the 2016-2017 school year material fees. Dave Massa will be ensuring these families are contacted to make payment.
Melissa Vlasak made a motion to table the FY17 Material Fee action.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. FY18 Outstanding Material Fees

$98,000 is still outstanding for the 17/18 school fees.

D. New Hire

The original first-choice candidate for the Administrative Manager position declined the job. 3 additional candidates have been recently interviewed and the best-fit candidate identified. Conversations with this individual will continue.

VIII. Development & Community Relations

A. EGOP Execution Report

Melissa Vlasak, on behalf of the board, would like to extend her appreciation to the staff for their hard work on providing regular enrollment reports to the DCRC this year.

It was requested that these full reports be uploaded for the full board's information.

B. Development Plan Execution Report

The board extends their appreciation to all those who helped with the Winter Concert. The final revenue number has not been determined as checks are still coming in for donations. Plans are being made to ensure multiple people are aware of what is involved in planning and running this event. Lessons learned this year have been written down for future reference. MPA should be implementing a plan to encourage end-of-year giving.

C. Capital Campaign Report

Leadership and next steps for the Capital Campaign Committee have been discussed by the DCRC. The budget numbers need to be reconciled. There needs to be a focus on the Capital Campaign to fulfill our obligations to funders. A $25,000 donation to the Capital Campaign was made this week. Our fundraising staff have not been adequate to run the Annual Fund and the Capital Campaign.

D. Spring Event Venue Agreement

Richard Hronek made a motion to table.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Executive Committee

A. Job Descriptions-New & Revisions

Various job descriptions have been updated to reflect the jobs currently being done.
Richard Hronek made a motion to approve the revised school director job description.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Cathie Leimbach made a motion to approve the job description of Development Manager as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to approve the job description of Marketing/Admissions Manager.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Fraser Hamilton Sr made a motion to approve the job description of Administrative Manager as presented.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.
David Pannell left.

B.

Organization Chart

Cathie Leimbach made a motion to approve the new organization chart as presented.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

X. Facility Committee

A. Admin Building Update / Site Plan

The lenders are concerned about the condition of the old Administration building. The Landmarks Commission has given approval to demolish it as long as significant work is done to preserve its history. This may impact the plans for a field house. There is an option of moving the land and building into a separate parcel and selling it, but this would put restrictions on us in the future. The general feeling of the board is to retain the land for the school's use.

B. Building Usage/Design Parameters

Policies and procedures regarding how the school space is used for student education need to be developed. A staff committee will be established to engage in conversation about how we meld the original vision for the space with the practical application of teaching in the school.

C. FF&E Order

An order for furnishings and educational equipment has been placed and shipments are arriving. It would be helpful to share pictures of these items with the families so they see the progress in equipping the school.

XI. Governance Committee

A. Board Governance Committee Meeting Report

The committee has suggested modifications in the key results to eliminate duplication and add deadlines.

B. Revising Governance Committee Key Results

Richard Hronek made a motion to approve the changes to the key results but not delete KR #8.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Board Development Agreement

Fraser Hamilton Sr made a motion to authorize Teri Harrison to execute the agreement with The Ennis Britton Consulting Group for board development.
Melissa Vlasak seconded the motion.

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

D. Board Member Evaluations - Self & 360

Cathie Leimbach made a motion to have the Governance Committee oversee individual board members self-assessments and 360 peer feedback within the first two months of 2018.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Program Excellence

A. Update on Fulfilling Board Policy on Gifted Endorsement

PEC is working on clarifying the policy for gifted endorsement reimbursement.

XIII. Executive Session

A. Executive Session

Fraser Hamilton Sr made a motion to enter into Executive Session to discuss the employment of a public official at 8:17 pm.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

Fraser Hamilton Sr made a motion to exit Executive Session at 10:05 pm.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

XIV. Hiring Decision

A. Administrative Manager

Melissa Vlasak made a motion to extend an offer to Tricia Markovic for the Administrative Manager position pending required background checks.
Suzanne McFarland seconded the motion.
The board **VOTED** to approve the motion.

XV. Closing Items

A. Adjourn Meeting

Melissa Vlasak made a motion to adjourn the meeting.
Fraser Hamilton Sr 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 10:09 PM.

Respectfully Submitted,
Teri Harrison