APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday January 18, 2018 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, Teri Harrison

Directors Absent
Suzanne McFarland

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Dave Massa, Jeff Jaroscak

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 Jan 18, 2018 at 6:08 PM.

II. Public Comments

A. Public Comments

There were no public comments.

III. Board Meeting Minutes Approval

A. Approve Minutes for Board Meeting on December 21, 2017

Melissa Vlasak made a motion to approve minutes from the Regular Board Meeting on 12-21-17 Regular Board Meeting on 12-21-17.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Update

A. Sponsor Update

Jeff Jaroscak updated the board on Charter School news.

V. Treasurer Report

A. Monthly Financials

Dave Massa reported that good progress is being made on the year-end financial statements for W. 53rd Holdings, LLC.
Melissa Vlasak made a motion to table the treasurer's report until the next meeting.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. School Director Report

A. Monthly Update

Stacy Stuhldreher highlighted items from her School Director's report.

B. Field Trip Approvals

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

VII. Administrative Matters

A. FY17 Outstanding Material Fees Update

Dave Massa reported that outstanding material fees from FY17 are in the process of being collected. He will deliver the full list of which families have outstanding fees and continue with collection efforts.

B. FY18 Outstanding Material Fees

Dave Massa reported that approximately $76,000 are still outstanding for the FY18 year. He will prepare a full list of outstanding amounts by student. MPA needs a policy on how payments on account will be applied, the most recent or the oldest account first.

C. New Hire

Cathie Leimbach made a motion to hire Tricia Markovic for the position of Administrative Manager at a salary of $60,000.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. 2018-19 School Calendar Draft

The Board members indicated that the draft school calendar for the 2018-2019 school year looked appropriate. Discussion indicated that the length of the school day should be set to provide 940 to 980 educational hours to reduce the risk of needing to make up calamity days in June.

VIII. Development & Community Relations

A. EGOP Execution Report

Melissa Vlasak highlighted the EGOP Execution report.

B. Development Plan Execution Report

Melissa Vlasak highlighted the Development Plan Executive report.

C. Capital Campaign Report

Melissa Vlasak highlighted the Capital Campaign report.

D. Spring Event Venue Agreement

Fraser Hamilton Sr made a motion to authorize Stacy Stuhldreher to execute the agreement with HMA Promotions to manage the June 5K fundraiser.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Melissa Vlasak made a motion to authorize Stacy Stuhldreher to execute an agreement with The Vault - Crop Bistro for the spring event.

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

E. Communications Implementation Plan Update

Melissa Vlasak highlighted the Communications Implementation Plan report.

F. Menlo Volunteer Program (MVP) Update

Melissa Vlasak highlighted the Menlo Volunteer Program update.

IX. Progress on KRA Achievement

A. Review Status of 2017 - 2018 KRAs

It was requested that the report for the February Board meeting include the tasks as well as the KRAs.

X. Establishment of a Friends of MPA Charitable Organization

A. Initial Board Members

The Board came to a general agreement that the initial board members of Friends of MPA would be the current MPA board members.

XI. 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 7:51 PM.

Respectfully Submitted,
Teri Harrison