APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday February 15, 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, Suzanne McFarland, Teri Harrison

Directors Absent
None

Directors who arrived after the meeting opened
Melissa Vlasak

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Christina Cardellini, Dave Massa, Erin Stachnik, Jeff Jaroscak, JoAnna Timura, Kristina Johns, Melissa McCarthy, Natasha Berridge, Rachel Tangen, Shruti Aring, 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 Feb 15, 2018 at 6:05 PM.

II. Public Comments

A. Public Comments

No public comments made.

III. Board Meeting Minutes Approval

A. Approve Minutes for Board Meeting on January 18, 2018

Fraser Hamilton Sr made a motion to approve minutes from the Regular Board Meeting on 01-18-18 Regular Board Meeting on 01-18-18.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Board Meeting Minutes for January 27, 2018

Suzanne McFarland made a motion to approve minutes from the Board Development Retreat on 01-27-18 Board Development on 01-27-18.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Sponsor Update

A. Sponsor Update

Jeff Jaroscak provided clarity about annual board member training requirements. He also indicated that when policies on several key topics are approved by the board ODE requires that the board minutes reflect the policy numbers and policy names, or that the board approves resolutions for the policies. MPA will start including the policy numbers and names in the minutes.
Melissa Vlasak arrived.
The required annual board training can be done online and an affidavit to that effect can be uploaded for the sponsor.

V. Treasurer Report

A.

Monthly Financials

MPA's FTE student count with ODE is now up to 404. We should be receiving funds from the Federal and State Historic Tax Credits soon. Also, when the final draw is completed, which should be in the next few weeks, MPA will be reimbursed for about $200,000 of building project expenses which the school cash flowed. The board expressed a desire to see more detailed statements indicating what purchases are being made with the pex cards. Staff are putting new procedures in place to more accurately track the pex card expenses.
Fraser Hamilton Sr made a motion to acknowledge receipt of the monthly financial statements.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. FY19 Budget Forecast

It is time to start forecasting the budget for next year. Committees are asked to review the expenditures in the areas they monitor and provide any desired changes for next year, providing the rationale for such requests. The results of committee budget item review need to be provided to the Finance Committee in March to inform budget development, with the goal of the board being able to approve the 2018-2019 budget at the April meeting.

VI. School Director Report

A. Monthly Update

In addition to her uploaded report, Stacy reported on some things that have gone well in the last month. Invention Convention and Science Fair had lots of interesting projects. It was wonderful to see all the children cheering for each other at the awards ceremony. Many careers were represented at the middle school Career Day put on by the STEM team and Tina Pasatta. The recent Open House went well with 33 families attending. The parents really liked the Open House and a lot of students were signed up for testing. Volunteers have been very helpful in making these events a success.

Things that are in progress include the Education Team planning the schedule for Middle School for the 18/19 year. Students and Parents were asked to give their input on the schedules. The Education Team is trying to be more proactive on the school calendar, scheduling special events for the full year now so they can be added to the calendar and shared with the community. Stacy is actively working on teacher observations and Frank is doing a walk through of each teacher's area.
The board expressed their thanks to all the staff and parent volunteers who help with the events.

VII. Administrative Matters

A.

FY17 Outstanding Material Fees Update

Overdue fee notices will be emailed and hard copies will be sent in the mail next week.

B. FY18 Outstanding Material Fees

Overdue fee notices will be emailed and hard copies will be sent in the mail next week.

C. New Hire

Melissa Vlasak made a motion to hire Janie Zell for the part-time position of Front Office Coordinator for $15.00 per hour.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
It was noted that hiring an actively engaged parent will require less onboarding than hiring through a temp agency. Our costs will also be less. Clear expectations need to be communicated upfront to facilitate objective management of a community member in a staff role.

D. Update to Board Policy on PD Requirements

ODE has changed the gifted professional education requirement for General Education teachers who teach gifted. It now requires them to take 60 clock hours of gifted education over 4 years. MPA plans to develop a professional development strategy that fulfills these requirements.
Melissa Vlasak made a motion to table the vote on changes to the teacher PD policy until the next meeting.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 2018-19 School Calendar

Stacy sent a survey to parents regarding their school calendar preferences. There was almost a 50/50 split regarding school day start and stop times. Parents were interested in summer camp but not in year-round school. School start and stop times may vary once Cleveland prepares its busing schedule to facilitate busing to MPA. Instructional days may be adjusted once the Cleveland PD schedule is known.

Cathie Leimbach made a motion to approve the 18/19 school calendar as presented.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Facilities

A. Building Use Policy

The policy that was uploaded needs to be updated to reflect that West 53rd Holdings, not Menlo Park Academy, owns the property.
Richard Hronek made a motion to approve the Building Use Policy as amended.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Development & Community Relations

A. EGOP Execution Report

B. Development Plan Execution Report

DCRC is trying to raise $220,000 to achieve the 2017-2018 fundraising goal. $53,000 has already been raised. The committee's focus is on several big projects including the Annual Fund, the May 4th Spring Event, and the June 2nd family-friendly day including a 5K.

C. Capital Campaign Report

Plans are being developed to reach out to new members of the MPA community to gather capital campaign donations from them.

D. Communications Implementation Plan Update

No questions on the uploaded report.

E. Menlo Volunteer Program (MVP) Update

No questions on the uploaded report.

F. Community Relations / Building Usage Update

This item was moved to the Facilities section of the agenda.

X. Progress on KRA Achievement

A. Review Status of 2017 - 2018 KRAs

The KRAs and tasks in the uploaded report are current up to 2/9/18. KRAs should be entered into Board on Track to facilitate the evaluation process.

XI. Board Policies

A. Board Policies Changes per Amy Borman

Amy Borman has provided several policy updates due to recent legislative changes. Five of them require board approval.
Fraser Hamilton Sr made a motion to approve the policy changes as presented by Amy Borman; specifically: 148.1 Cost Principles and Financial Management for Use of Federal

Funds; 251 Attendance/Truancy/Withdrawal; 252 Missing and Absent Children; 424 Emergency Preparedness and Evacuation; and 447 School Emergency Management Plan.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Policy Resolutions re ODE Compliance Requirements

Fraser Hamilton Sr made a motion to approve the most recent versions of the policies that must be specifically uploaded for ODE compliance: - Policy governing conduct of academic prevention/intervention services (ODE #105)(MPA #242) - Policy on Career Advising (ODE #111) (MPA # 204.14) - High School Credit for Corse completed outside of regular school hours policy (ODE #164) (MPA #247) - Examination into cases of truancy policy and intervention strategies policy (ODE #401) (MPA #251) - Policy regarding suspension, expulsion, removal, and permanent exclusion (ODE #406) (MPA #273) - Admission procedures policy (ODE #426) (MPA #241) - Specifications of contract between sponsor and governing authority policy/ Enrollment and Residency Policy (ODE #427) (MPA #241.5) - District policy prohibiting harassment, intimidation or bullying (ODE #761) (MPA #264.1) - Policy – positive behavior intervention, restraint and seclusion (ODE #901) (MPA #276) - Grade promotion and retention policy (ODE #902) (MPA #245) - Policy on parental involvement in schools that includes foster caregiver (ODE #903) (MPA #203) - Health and Safety review policy (ODE #755) (MPA #448) - Food allergy protection policy (ODE #705) (MPA #413) - Procurement of inhalers by community school policy (ODE #713) (MPA #403.1) - Procurement of Epinephrine Auto injectors policy (ODE #714) (MPA #403.1) [Further, Menlo Park Academy Board DOES NOT intend to purchase inhalers or Epinephrine Auto injectors for school use.] - It is the intent of Menlo Park Academy not to provide career technical education to students enrolled in grades seven and eight.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Executive Session

A. Executive Session

Teri Harrison made a motion to enter into Executive Session to discuss the compensation of a public employee at 8:46 pm.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

Roll Call

Melissa Vlasak Aye

The Board came out of Executive Session at 9:03 pm.

XIII. Closing Items

A. Adjourn Meeting

Fraser Hamilton Sr made a motion to adjourn the meeting.
Richard Hronek 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 9:04 PM.

Respectfully Submitted,
Teri Harrison