APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday March 22, 2018 at 6:00 PM

Location
Menlo Park Academy

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
Jeff Jaroscak, Jessica Leon, Kevin Massa, Melissa McCarthy, Rachel Tangen, Tricia Markovic

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 Mar 22, 2018 at 6:01 PM.

II. Public Comments

A. Public Comments

III. Sponsor Update

A. Sponsor Update

There were no compliance concerns from the March sponsor visit.

IV. Treasurer Report

A. Monthly Financials

Menlo's student FTE funding count is currently 410. This should be 414 in April.
Expenses are running close to budget.
Richard Hronek made a motion to receive the financial statements for February.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
Stacy Stuhldreher arrived.

V. Staff Reports

A. Monthly Report

The three things that have been successful this month are:
Hiring our new Administrative Manager, winter benchmark testing, and the mindfulness pilot has been launched in middle school.

We are continuing to work on scheduling and staffing. Faculty evaluations are almost complete. Ms. S. will be ready in April to recommend teachers for next year.

B. New Hire

Richard Hronek made a motion to Hire Erin Kelly in a long term sub position at a rate of $100.00 per day pending BCI/FBI background check.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Faculty Renewal Process & Timeline Update

Ms. S. is finalizing the faculty review process and will have information ready to present for approval at the next regular board meeting.

D. 9th Grade / SY2018-19

Evaluation of the 9th grade pilot has shown some opportunities for improvement. The recommendation is to go back to serving students in grades K-8 for the 2018-19 school year and perform additional planning for consideration in the future.
Cathie Leimbach made a motion to offer instruction in grades K-8 for school year 18/19.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Summer Camp Proposal

Summer camp will be the last 2 weeks in June. We have multiple teachers who are interested in working summer camp.
Fraser Hamilton Sr made a motion to table the summer camp proposal.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Summer Math Course Proposal

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

G. Time Study Results

The completed staff time studies highlighted areas that need to be streamlined. Job descriptions will be revised. More information will be available at next month's meeting.

H. Outstanding Material Fees Update

As of 3/22 Tricia has collected 42% of the outstanding fees from SY 16/17 and 17/18. Collections will continue to take place.

I. E-Rate Agreement

Melissa Vlasak made a motion to authorize Stacy Stuhldreher to sign the e-rate agreement with MobileTech for the amount of $3,765.00.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Student Information System

The 3 year contract with blackbaud will expire June 2019. There is an upgrade available. Mrs. Markovic is gathering more information regarding what is involved in the upgrade and considering alternative systems for the future.

K.

Lunch Agreement

The contract with Normandy is a minimum of 100 lunches per day at a cost of $3.00 per lunch. If under 100 students buy lunch Menlo will still have to pay the difference. Positive, consistent communication to our families will increase their participation in the program.
Melissa Vlasak made a motion to authorize Stacy to sign the agreement with Normandy as presented pending legal review and compliance with Menlo policy 455 Food Sale Standards policy.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. FY19 Budget Forecast Draft

The budget is almost complete. There are a few vendor bids pending. Kevin Massa will be working with Tricia to finalize the budget for presentation next month.

M. Social & Emotional Services Mid-Year Summary

Dr. Rimm prepared a current summery of services so we can determine where we need services. The two biggest areas of support are working with parents and students to acclimate and to provide placement testing to accurately place students where they can succeed.

VI. Development & Community Relations

A. EGOP Execution Report

While we are still enrolling students, we did not meet the goal this year of 468. Marketing is a priority in order to achieve the goal of 540 for next year.

B. Development Plan Execution Report

The dinner fundraiser will be held on May 4th. The board can help by inviting people to attend and soliciting donations/sponsorships. The Gifted All Day 5K will be held on Saturday, June 2nd. The team needs help promoting both events.
Annual Appeal numbers continue to increase. Upcoming competitions will help with a final push.

C. Capital Campaign Report

Materials are being edited and printed.

D. Communications Implementation Plan Update

Nadia is working on the plan and it should be ready for the April meeting.

E. Menlo Volunteer Program (MVP) Update

The volunteer appreciation date is May 24th in the late afternoon.

F. Development Plan Revision

The document has been revised to include the new initiatives.
Fraser Hamilton Sr made a motion to approve the intent of the revisions of the plan with the expectations that the committee will provide a document at a later date.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Facilities

A. Facility Report

Invitations were sent out to prospective members of the proposed new Facilities committee. A revised committee charter is forthcoming.

VIII. Board Policies

A. Board Policies Changes

Mrs. Markovic and Director Leimbach are responsible for organizing the updates. There will be a standing agenda item for the policy updates.

IX. Executive Session

A. Executive Session

Teri Harrison made a motion to enter Executive Session at 8:24 pm to discuss the performance of a public official.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

The Board exited Executive Session at 9:13 pm.

X. Closing Items

A. Adjourn Meeting

Richard Hronek 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 9:15 PM.

Respectfully Submitted,
Teri Harrison