APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday April 19, 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
Fraser Hamilton Sr

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Carol Ryan, Dave Massa, Jeff Jaroscak, Lisa Sheldon, Melissa McCarthy, Rachel Tangen, Shaun Matthews, 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 Apr 19, 2018 at 6:00 PM.

II. Public Comments

A. Public Comments

Lisa Sheldon, a prospective board member, attended to observe the meeting. She has one child currently at Menlo.
Carol Ryan is a prospective board member. She is a former board member and has been a committee member. She has 3 children who have attended Menlo.

III. Board Meeting Minutes Approval

A. Minutes of March 22, 2018, Meeting

Melissa Vlasak made a motion to approve minutes from the Regular Board Meeting on 03-22-18 Regular Board Meeting on 03-22-18.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Please change the fundraiser dinner to Edison Edventure.

IV. Sponsor Update

A. Sponsor Update

Fraser Hamilton Sr arrived.
April site visit is scheduled for 4/20/18. This will include a file audit. There are some 9th grade items that need to be addressed.
Stacy Stuhldreher arrived.

V. Treasurer Report

A. Monthly Financials

The FTE is up to 409. Cost certifications have been turned in to all the groups for tax credits.
Cathie Leimbach made a motion to acknowledge receipt of the March Financial statements.
Richard Hronek seconded the motion.

The board **VOTED** unanimously to approve the motion.
Carol Ryan arrived.

B. 5-Year Forecast

During May there will be a true up of the FY18 forecast. Also, the FY19 budget forecast will be updated before the May meeting.

VI. Staff Reports

A. Monthly Report

Stacy Stuhldreher updated the board on enrollment efforts for next year.

B. Faculty Renewals

Fraser Hamilton Sr made a motion to delegate the authority to approve the renewals to the Executive Committee.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Summer Camp Proposal

Suzanne McFarland made a motion to approve the summer camp proposal with the condition that the budget will be adjusted to ensure there will be no loss.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Summer Math Course Proposal

Summer Math classes: Nick Pennypacker will be teaching Algebra and Geometry for the summer.
Cathie Leimbach made a motion to approve the summer math program with the condition that there is no financial loss.
Richard Hronek seconded the motion.
The motion did not carry.

E. Outstanding Material Fees Update

Field trips will be withheld from any students whose families have not paid their material fees.
Fraser Hamilton Sr made a motion to write off $11812.99 from the 16/17 school year fees past due.
Cathie Leimbach seconded the motion.
The motion did not carry.

Roll Call

Fraser Hamilton Sr	No
Richard Hronek	Aye

Roll Call	
Teri Harrison	No
Melissa Vlasak	Aye
Suzanne McFarland	No
Cathie Leimbach	Aye

F. Student Information System Upgrade

Tricia Markovic is not currently recommending upgrading Blackbaud or moving to a new system.

G. FY19 Budget Forecast

Melissa Vlasak made a motion to table the budget forecast.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Field Trip Approval

Fraser Hamilton Sr made a motion to approve the field trip as presented. Stacy Stuhldreher may authorize adjustments within the field trip budget.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Cleaning Services

Fraser Hamilton Sr made a motion to authorize Stacy Stuhldreher to sign the agreement with Quota Contract Cleaning Services as presented pending legal review.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Development & Community Relations

A. Plan Execution Reports

In the enrollment projection the target enrollment for 9th grade needs to be changed to 0. The 7 children in that line of the projection need to be added to other grade levels.

B. FY19 Development Plan

Melissa Vlasak made a motion to approve the development plan presented with a couple of changes: make the winter concert fundraising goal $25,000 and remove the reference to it not having a fundraising focus.
Richard Hronek seconded the motion.
The board **VOTED** to approve the motion.
We would like to publicly thank the following sponsors for the Edison Club Adventure: Massa Financial Solutions, Geis, Your CFO Resource, Midwest Machine Services Inc, Baker, Wall 2 Wall, George Kapottos, and Center West Animal Hospital.

We would like to publicly thank the following sponsors for the Gifted All Day 5K: Massa Financial Solutions, The Ware Family.

C. MHJF Grant Request

Fraser Hamilton Sr made a motion to authorize Stacy Stuhldreher to submit the proposed grant request.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Facilities

A. Facility Report

The facility will be used this Saturday by a movie production company.

West 53rd holdings has authorized Geis to draw up the demolition plans for the Administration Building.

Geis will start working on the roof leak next week.

IX. Governance

A. Board Policies Changes

Certain policies need to be revised with Menlo specifics. Board committees need to review the policies, update them, forward them to Cathie Leimbach to be submitted to Amy Borman for legal review and bring them back to the board for approval by the timeline submitted.

B. Board Member Elections

Carol Ryan, Lisa Sheldon and a member of DCRC have expressed interest in becoming board members. Member elections will be held in May.

X. Salary Structure for 2018-2019

A. Approval of 2018-2019 Salaries

Fraser Hamilton Sr made a motion to delegate the approval of the salary structure to the Executive Committee.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Executive Session

A.

Executive Session

Fraser Hamilton Sr made a motion to enter into Executive Session at 9:19 to discuss the performance of a public official.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

The board exited Executive Session at 9:44 pm.
Fraser Hamilton Sr made a motion to enter into Executive Session at 9:45 to discuss the performance of a public employee.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

The board exited Executive Session at 9:51 pm.

XII. Closing Items

A. Adjourn Meeting

Melissa Vlasak made a motion to adjourn the meeting.
Suzanne McFarland 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 9:52 PM.

Respectfully Submitted,
Teri Harrison