

APPROVED



## Menlo Park Academy Governing Board

### Minutes

#### Regular Board Meeting

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**Date and Time**

Thursday May 17, 2018 at 6:00 PM

**Location**

Menlo Park Academy-LL Cafe

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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.

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**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**

Anbu Adilakshmi, Antionette Black, Carla Biggert, Carol Ryan, Carol Ryan, Cindy Dreyer, Crystal Spaetzle, Dave Massa, Gayle Nowakowski, Gretchen Woods, Jason Woods, Jeff Jaroscak, Jennifer Nowakowski, Jessica Tonsing, Kaleena Hensley, Kim Mahoney-Manubay, Lisa Sheldon, Melissa McCarthy, Michelle Sayer, Rachel Tangen, Rebecca Moore, Rich

Nowakowski, Robb Hensley, Sara Jovanovic, Sarah Grady, Shruti Aring, Tiffany Dux, Tricia Markovic, Veronica King

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## **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 May 17, 2018 at 6:12 PM.

### **C. Volunteer Appreciation**

The Board officially wants to recognize our Volunteers.

Over 10,000 hours of volunteer time have been logged this year by 214 individuals.

The log shows the top 5 volunteers to be: Jessica Tonsing, Tina Pasatta, Kristina Johns, Latha Srinivasan, Danielle Turk.

## **II. Public Comments**

### **A. Public Comments**

No public comments

## **III. Board Meeting Minutes Approval**

### **A. Minutes of April 19, 2018, Meeting**

Cathie Leimbach made a motion to table the approval of minutes from the April 19 board meeting.

Melissa Vlasak seconded the motion.

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

### **B. Approval of Minutes of the 05/03/18 Meeting**

Richard Hronek made a motion to approve minutes from the Working Session on 05-03-18 Working Session on 05-03-18.

Fraser Hamilton Sr seconded the motion.

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

### **C. Approve Minutes of the 05-07-2018 Meeting**

Cathie Leimbach made a motion to approve minutes from the Special Meeting on 05-07-18 Special Meeting on 05-07-18.

Melissa Vlasak seconded the motion.

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

#### **IV. Sponsor Update**

##### **A. Sponsor Update**

House Bill 410 and the attendance indicator information has been emailed to the sponsor.

Sponsor assurances should be completed by the second week of June.

#### **V. Treasurer Report**

##### **A. Monthly Financials**

April financials were uploaded. We were funded on 412 FTE's.

Suzanne McFarland made a motion to receive the April financial statements.

Cathie Leimbach seconded the motion.

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

##### **B. 5-Year Forecast**

Suzanne McFarland made a motion to table the 5 year forecast.

Cathie Leimbach seconded the motion.

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

#### **VI. Staff Reports**

##### **A. Monthly Report**

Thanks to the Parents and the Board for a special Staff Appreciation week. The overnight field trips are going on this week. Kindergarten information night was 5/16/18. 15 families attended. Summer Admissions events have been finalized. The May 4th Edison Edventure event was well received.

We are still working on scheduling. Middle school schedules are finished. The staffing proposal is in progress. MAP testing is next week along with field day on Friday.

##### **B. Outstanding Material Fees Update**

75% of outstanding fees have been collected.

Fraser Hamilton Sr made a motion to table any vote on action against material fees that still need to be collected.

Richard Hronek seconded the motion.

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

##### **C. PTO Utilization Report & Plan**

The plan is to have every staff member scan in and out of the school with their fingerprints to better track PTO time. Admin staff will use the biometric system over the summer and faculty will start using it when they return in August.

#### **D. Hot Lunch Program Analysis**

We are currently operating at a loss for the hot lunch program. More tables were moved to the 4th floor to encourage the children to eat hot lunch on their floor.

Jeff Jaroscak arrived.

#### **E. Contracts**

Fraser Hamilton Sr made a motion to authorize Stacy to approve the contract from Buckeye for generator maintenance.

Richard Hronek seconded the motion.

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

Fraser Hamilton Sr made a motion to authorize Stacy to execute the agreement with Kay company for the maintenance plan for the HVAC equipment.

Richard Hronek seconded the motion.

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

Fraser Hamilton Sr made a motion to authorize Stacy to execute the agreement with Otis for elevator maintenance.

Richard Hronek seconded the motion.

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

#### **F. EMIS Provider Renewal Agreement**

Fraser Hamilton Sr made a motion to authorize Stacy to execute the agreement with Wall2Wall for the EMIS services.

Richard Hronek seconded the motion.

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

### **VII. Audit & Finance**

#### **A. FY19 Budget Forecast**

The budget is based on enrollment numbers of 540. Due to the increase of the cost of the chromebooks, the technology fee may be increased to \$125.00. If we do not make the enrollment number then some budgeted expenditures will have to be cut.

Fraser Hamilton Sr made a motion to table the vote on the budget forecast.

Richard Hronek seconded the motion.

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

### **VIII. Development & Community Relations**

#### **A. Plan Execution Reports**

\$120,000 has been raised in the development efforts. Enrollment growth is the highest priority for revenue generation. Currently MPA's outreach at 8 community events has been planned for the summer. Open houses will continue in the school throughout the summer.

#### **B. 2018-19 Development Plan - Revised Proposal**

Fraser Hamilton Sr made a motion to approve the revised development plan with the amendments of moving the gala to the fall and decreasing the winter concert goal.

Suzanne McFarland seconded the motion.

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

##### **Roll Call**

Suzanne McFarland Aye

Teri Harrison Aye

Cathie Leimbach No

Melissa Vlasak No

Fraser Hamilton Sr Aye

Richard Hronek Aye

Cathie Leimbach made a motion to to decrease the winter concert goal to \$10,000.

Suzanne McFarland seconded the motion.

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

##### **Roll Call**

Cathie Leimbach Aye

Melissa Vlasak Abstain

Fraser Hamilton Sr Aye

Richard Hronek Aye

Teri Harrison Aye

Suzanne McFarland Aye

### **IX. Facilities**

#### **A. Facility Report**

The plans have been submitted to city hall for the demolition of the Admin building which will likely take place over the summer.

### **X. Governance**

#### **A. Board Policies Changes**

Dave Massa left.

The policy changes still need to be reviewed and submitted by the committee chairs.

They need to be completed and be ready to be reviewed by the June meeting.

#### **B. Board Member Elections**

Cathie Leimbach made a motion to approve Carol Ryan as a board member effective July 1st for a three year term pending all sponsor requirements for board members. Suzanne McFarland seconded the motion.

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

Fraser Hamilton Sr made a motion to go into executive session at 8:33 pm to discuss the appointment of a public official.

Richard Hronek seconded the motion.

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

#### **Roll Call**

Melissa Vlasak Aye

Cathie Leimbach Aye

Richard Hronek Aye

Suzanne McFarland Aye

Teri Harrison Aye

Fraser Hamilton Sr Aye

The Board exited Executive Session at 8:53 pm

Cathie Leimbach made a motion to elect Lisa Sheldon to a one year term effective July 1st pending all sponsor requirements.

Fraser Hamilton Sr seconded the motion.

The motion unanimously did not carry.

### **C. Charter Modification**

Fraser Hamilton Sr made a motion to authorize Teri Harrison to sign modification 7 and 8 of the Charter document with the Sponsor.

Richard Hronek seconded the motion.

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

### **D. Strategic Planning Process**

Richard Hronek made a motion to table the vote until May 19.

Suzanne McFarland seconded the motion.

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

## **XI. Program Excellence**

### **A. Assurance Reports**

Rich Hronek made a motion to authorize Stacy to sign the Unit Charter Agreement with the Boy Scouts pending compliance of Menlo's Facility use for clubs.

Suzanne McFarland seconded the motion.

5 yes 1 no

Motion Passes

## **XII. Executive Session**

### **A.**

### **Executive Session**

Fraser Hamilton Sr made a motion to enter into Executive Session to discuss the performance of elected officials.

Richard Hronek seconded the motion.

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

### **Roll Call**

Cathie Leimbach Aye

Suzanne McFarland Aye

Richard Hronek Aye

Teri Harrison Aye

Fraser Hamilton Sr Aye

Melissa Vlasak Aye

## **XIII. 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 9:13 PM.

Respectfully Submitted,  
Melissa McCarthy