APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday May 17, 2018 at 6:00 PM

Location
Menlo Park Academy-LL Cafe

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

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Anbu Adilakshmi, Antionette Black, Carla Biggert, Carol Ryan, Carol Ryan, Cindy Dreyer, Crystal Spaetzel, 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 equiptment.
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
Melissa Vlasak	No
Teri Harrison	Aye
Fraser Hamilton Sr	Aye
Richard Hronek	Aye
Cathie Leimbach	No

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