APPROVED

Menlo Park Academy Governing Board

Minutes

Regular Board Meeting

Date and Time
Thursday June 21, 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
Fraser Hamilton Sr, Melissa Vlasak, Suzanne McFarland, Teri Harrison

Directors Absent
Cathie Leimbach, Richard Hronek

Non Voting Members Present
Stacy Stuhldreher

Guests Present
Beth Sweeney, Carol Ryan, Dave Massa, Jeff Jaroscak, Melissa McCarthy, Michelle Sayer, Mike Milby, Penn Berens, Tiffany Dux, 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 Jun 21, 2018 at 6:04 PM.

II. Public Comments

A. Public Comments

A big Thank You from Penn Berens. "I have enjoyed serving on the governance committee."
Tiffany Dux - "I am curious on the status of an upcoming playground and was wondering what the time line is."
Michelle Sayer - "There are some grants that may be a good fit to help with the addition of a playground." Lowe's toolbox grant is one such grant.

III. Board Meeting Minutes Approval

A. Approval of Minutes of the April 19 Regular Meeting

Fraser Hamilton Sr made a motion to table the minutes from the Regular Board Meeting on 04-19-18.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Minutes of May 17, 2018, Regular Meeting

Fraser Hamilton Sr made a motion to table the minutes from the Regular Board Meeting on 05-17-18.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes of the May 19 Special Board Meeting

Fraser Hamilton Sr made a motion to table the minutes from the Strategic Planning Session on 05-19-18.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes of the May 22 Special Board Meeting

Fraser Hamilton Sr made a motion to table the minutes from the Special Meeting on 05-22-18.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Minutes of the June 5 Special Board Meeting

Fraser Hamilton Sr made a motion to table the minutes from the EOY Staff and Board Retreat on 06-05-18.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approve Minutes of the June 7 Working Session

Fraser Hamilton Sr made a motion to table the minutes from the Working Session on 06-07-18.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Approve Minutes of the June 13 Special Board Meeting

Fraser Hamilton Sr made a motion to table the minutes from the Special Board Meeting on 06-13-18.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Search Firm

A. Ratliff & Taylor

Ratliff & Taylor have an Executive Search practice. Over the last 7 years they have been increasing their work with non-profit organizations. They have a 95% completion rate. The search process begins with interviewing stakeholders (staff and parents) to determine the qualities Menlo needs in a candidate. They will continue to search until the candidate begins day one of work.

V. Sponsor Update

A. Sponsor Update

The opening sponsor assurances will be done tomorrow, (6/21/18). The compliance spreadsheet was sent to ODE on May 30th. There are a few items that may need to be corrected if flagged by ODE.

VI. Treasurer Report

A. Monthly Financials

Suzanne McFarland made a motion to receive the May financial statements as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
The 17/18 budget was based on 50 more students than were enrolled this year. We are still waiting on the Historic tax credits to come in to pay off some of the outstanding debt.

VII. Staff Reports

A. Monthly Report

Every third grader passed the third grade reading guarantee.

B. Operations Report

The Admin team is in the process of creating school operating procedure manuals.

C. Outstanding Material Fees

87% of 2017/2018 fees have been collected. 34 students have their report cards on hold for non-payment of fees.

D. PTO Utilization Report & Plan

A new staff time tracking software (Softtime) has been obtained. All attendance information for the 2017/2018 year was reviewed. Only one employee was in the negative with PTO time.

E. Sheakley Agreement

Fraser Hamilton Sr made a motion to authorize Stacy Stuhldreher to enter into agreement with Sheskley for our Worker's Comp coverage.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Stipend Payouts

Melissa Vlasak made a motion to approve the stipends with the amendments pending validation that the money is in the budget.
Suzanne McFarland seconded the motion.
The motion did not carry.
Suzanne McFarland made a motion to make amendments to the stipend motion as listed.
Melissa Vlasak seconded.
- reduce Adam Turski's TBT to $469 and BLT to $375
- increase Lindsay Macey's stipend from $375 to $500
- eliminate the stipend for the writing club
- remove the International trip stipend from the approval
- pay the Athletic Director out of the stipend budget, not the pay to play budget

G. Aramark Agreement

Melissa Vlasak made a motion to authorize Stacy Stuhldreher to execute the agreement with Aramark pending legal review.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Administrative Staff Performance Reviews & Recommended Salary Increases

Performance reviews are ongoing. No wage increases are put forth at this time.

I. MobileTek Agreement

Fraser Hamilton Sr made a motion to table the vote for the mobile tek agreement.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Development & Community Relations

A. Plan Execution Reports

Planning for the Winter Concert is underway. The date will be Thursday, December 20th.

IX. Facilities

A. Facility Report

No questions were raised regarding the report.

X. Governance

A. Board Policy Updates to Align MPA Preferences to current policies

Melissa Vlasak made a motion to approve the 7300 Grant writing policy and the 7301 Fundraising Activities policy as presented.
Teri Harrison seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. May Updates to Policies

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

C. Ohio's Model Special Education Policies and Procedures Reapproval

Fraser Hamilton Sr made a motion to approve Ohio's Model Special Education Policies and Procedures.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Strategic Planning Process

Fraser Hamilton Sr made a motion to table the vote.

Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 2018-19 Board Meeting Calendar

Fraser Hamilton Sr made a motion to approve the board meeting calendar as presented with the amendment of moving the July 7th meeting to July 14th.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Charter Attachment Updates

Fraser Hamilton Sr made a motion to approve the charter attachment updates.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Revised Committee Charters

Suzanne McFarland made a motion to table the vote.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. New Board Member Installation

Carol Ryan recited the oath of office to become a board member.

XI. Program Excellence

A. Assurance Reports

No report was given.

XII. Executive Session

A. Executive Session

Fraser Hamilton Sr made a motion to go into executive session to discuss the performance of a public employee.
Suzanne McFarland seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

XIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
Melissa McCarthy