APPROVED

Menlo Park Academy Governing Board

Minutes

Working Session

Date and Time
Thursday September 7, 2017 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
None

Guests Present
Deborah Matese, Frank O'Grady, Jeff Jaroscak, Melissa McCarthy, Stacy Stuhldreher (remote), Suzanne McFarland

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 Sep 7, 2017 at 6:15 PM.

II. Academic Matters

A. Approve the Revised Job Description for Assistant School Director

Stacy Stuhldreher arrived.
Stacy Stuhldreher called in at 6:30.
Fraser Hamilton Sr made a motion to approve the job description for Assistant School Director as presented.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Authorize the Hiring of Assistant School Director

Fraser Hamilton Sr made a motion to go into Executive Session to discuss the hiring of a public employee.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Entered Executive Session at 6:40
Left Executive Session at 7:00
Fraser Hamilton Sr made a motion to hire Frank O'Grady for the position of Assistant School Director as presented. Contingent on FBI, BCI and reference checks.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.
Revised class size policy for K-4:
Students in grades K-4 will be placed in groups by their ability level, a maximum overall enrollment number will be determined each year. This number will be determined by multiplying 24 (maximum students per instructional grouping) by the number of anticipated classes. Once individual student placement decisions are made, the School Director may enroll additional students who are on the wait list. Students may be admitted provided the maximum instructional grouping size does not breach 24.

C. Revise Class Size Policy

Fraser Hamilton Sr made a motion to approve the revised class size policy for students in K-4 to align with the 5-8th policy.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Staff Stipend Policy

Cathie Leimbach made a motion to accept the staff stipend policy revision as presented.
Fraser Hamilton Sr seconded the motion.
The board **VOTED** unanimously to approve the motion.
The revision removes Administration from receiving any stipends.

III. Administrative Matters

A. IT Vendor Contract

Fraser Hamilton Sr made a motion to authorize Debi Matese to execute an agreement with an IT Technology contractor with a max cost not to excede $27,000. Pending legal review.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.
Menlo asked 7 companies for quotes and received three quotes. Two are comparable in price, one is much more expensive.

IV. Executive Committee

A. Suzanne McFarland's Return to the Board

Fraser Hamilton Sr made a motion to enter into Executive Session to discuss the election of a public official.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Teri Harrison	Aye
Fraser Hamilton Sr	Aye
Richard Hronek	Aye
Melissa Vlasak	Aye
Cathie Leimbach	Aye

Entered Executive session at 7:52 exited at 8:49
Fraser Hamilton Sr made a motion to reinstate Suzanne McFarland as a Board member effective 9/21/17.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Development & Community Relations

A. Approve New Committee Members

Melissa Vlasak made a motion to approve Ron Zeigler and Jeff Kirshman as DCRC members.
Richard Hronek seconded the motion.

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

VI. Program Excellence

A. Approve New Committee Member

Fraser Hamilton Sr made a motion to approve Kristal Smithe as a member of the PEC committee.
Cathie Leimbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Governance Committee

A. Appointment of Board Committee Chairs

Cathie Leimbach made a motion to approve the following committee chairs for this fiscal year: Fraser Hamilton - FEC, Melissa Vlasak - DCRC, Suzanne McFarland - PEC, Cathie Leimbach - Governance, Rich Hronek - Finance, Teri Harrison - Executive Committee.
Melissa Vlasak seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Internal Organization Chart - Where Volunteer Teams Fit

Melissa Vlasak made a motion to table the vote on the internal org chart until the 9/21 meeting.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Internal Organization Chart - Where Board Committees Fit

Tabled until the 9/21/17 meeting

VIII. KRAs for 2017-2018

A. Approve KRAs

Melissa Vlasak made a motion to table the vote until the 9/21/17 meeting.
Richard Hronek seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Executive Session

A. Discuss Performance of a Public Employee

Fraser Hamilton made a motion to enter into Executive Session to discuss the performance of a public employee.
Cathie Leimbach seconded the motion.
The board VOTED unanimously to approve the motion.

Entered into Executive Session at 9:26 pm.
Exited Executive Session at 10:18 pm.

X. Closing Items

A. Adjourn Meeting

Richard Hronek made a motion to adjourn the meeting at 10:18 pm.
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 10:18 PM.

Respectfully Submitted,
Cathie Leimbach