

APPROVED



## Menlo Park Academy Governing Board

### Minutes

#### Working Session

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##### **Date and Time**

Thursday November 2, 2017 at 6:00 PM

##### **Location**

Menlo Park Academy

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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, Suzanne McFarland, Teri Harrison

##### **Directors Absent**

Richard Hronek

##### **Non Voting Members Present**

Stacy Stuhldreher

##### **Guests Present**

Deborah Matese, Jason Aring, Jeff Jaroscak

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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 Nov 2, 2017 at 6:08 PM.

## **II. General Business**

### **A. New Hires**

Fraser Hamilton Sr made a motion to hire Lynn Washko and Erin Wier as Edison Club employees at \$15 per hour, pending BCI/FBI checks.

Melissa Vlasak seconded the motion.

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

### **B. Temporary Assistance**

Fraser Hamilton Sr made a motion to enter into a 1099 contract with Mikale Ware as an Administrative Temp at \$12 per hour, pending legal review. Mikale will only work in the office until her BCI/FBI checks come in.

Cathie Leimbach seconded the motion.

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

### **C. Quicken Loans Arena Concession Agreement**

Melissa Vlasak made a motion to authorize Debi Matese to execute a concession stand contract with Quicken Loans Arena for Cavaliers' games, pending legal review and the updating of MPA's address.

Fraser Hamilton Sr seconded the motion.

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

### **D. Attachment 5.2 Revision**

Cathie Leimbach made a motion to approve a revision to clause 5.2 of the rental agreement between MPA and West 53rd Holding to add the rental fees to the agreement.

Suzanne McFarland seconded the motion.

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

### **E. Marketing/Enrollment Plan**

There was discussion on the marketing and enrollment plans.

### **F. Budget Update**

There was discussion on the draft budget update.

### **G. Regular Meeting Agenda Planning**

The following agenda items were suggested for the Nov. 16 board meeting:

- approval of board governance committee members

- engagement of manager for MPA's 5K fundraiser
- Enrollment Growth Plan
- Development Plan
- Capital Campaign
- Communication Plan tactics
- Approval of Annual Report for SY17

#### **H. Gifted Endorsement Professional Development**

Suzanne McFarland made a motion to approve the updated policy on Professional Development in gifted education.

Melissa Vlasak seconded the motion.

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

#### **I. Auctioneer for Winter Auction**

Fraser Hamilton Sr made a motion to authorize Debi to enter into an agreement with an auctioneer for the winter auction at a cost not to exceed \$2,000.

Melissa Vlasak seconded the motion.

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

### **III. Closing Items**

#### **A. Adjourn Meeting**

Fraser Hamilton Sr made a motion to adjourn the meeting at 8:55 pm.

Teri Harrison 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 9:00 PM.

Respectfully Submitted,

Teri Harrison